

# **Military Oversight Responsibilities To Contract Dining Facilities**

## **Standard Operations Procedures (SOP)**



**2 March 2006**

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DEPARTMENT OF THE ARMY  
MULTI-NATIONAL CORPS-IRAQ  
CAMP VICTORY BASE IRAQ  
APO AE 09342-1400

FICI-GL-SF

17 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Military Oversight Responsibilities to Dining Facilities Standard Operating Procedures (SOP)

1. General: The Military Oversight Responsibilities to Food Service SOP provides standards, policies, procedures, guidelines and guidance for the effective administration of Military oversight Food Service Program. The enclosed information, if adhered to, will ensure units providing military oversight meet the basic criteria for the Food Service Program.
2. Purpose: To provide the Major Subordinate Commands (MSC) and Separate Brigades guidance and procedures in providing food service operational oversight to contracted dining facilities.
3. The enclosed SOP's will be maintained in the Contracted Dining Facility.
4. A copy of this SOP will be provided to the Contract Officer Technical Representative (COTR).
5. This SOP will be re-evaluated, and changed if necessary to meet the oversight requirements.
6. The POC for this guidance is MNC-I Food Service Advisor, CW3 Morrall or MNC-I Food Service Supervisor, SGM Ford, 822-2481/2842 or NIPR:  
[annie.morrall@iraq.centcom.mil](mailto:annie.morrall@iraq.centcom.mil) or [clinton.ford@iraq.centcom.mil](mailto:clinton.ford@iraq.centcom.mil) .

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ANNIE M. MORRALL  
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MNC-I Food Advisor

**Major subordinate Commands (MSC) and Separate Brigades responsibilities when providing oversight duties in contracted food service operation.**

Scope: IAW FRAGO 200 (2 Aug 05) Military personnel shall provide oversight of the food service operations at all dining facility operations within Iraq. Ensure contractor perform work within the guidelines of U.S. Military regulatory food service standards.

1. Military oversight units will ensure that Dining Facilities operate at the highest level of sanitation, readiness and cleanliness. It will also ensure the contractor provide adequate support to the military and civilian community.
2. Major Support Commands (MSC) providing military oversight of dining facilities will provide adequate staffing of military food service personnel (92G).

The MSC responsible for military oversight will provide one Senior Food Operations Sergeant in the grade of E-6 or above to serve as Contracting Officer Technical Representative (COTR) to their assigned dining facility. The COTR will be trained and appointed by the Administrative Contracting Officer before assuming duty as the COTR, and will serve as the subject matter expert for the Defense Contracting Management Agency (DCMA).

a. COTR will be responsible for overall supervision of military food service personnel performing military oversight duties in Dining Facilities.

d. Recommended minimum military food service staffing as follows:

SHIFT #1	SHIFT #2	SHIFT #3
1-Senior NCO (92G) :SSG or above( COTR)	1-Senior NCO (92G) :SSG or above( COTR)	1-Senior NCO (92G) :SSG or above(COTR)
3-92G Kitchen Monitor NCO ( 1 xSGT and 2x Spec and below)	3-92G Kitchen Monitor NCO ( 1xSGT and 2x Spec and below)	3-92G Kitchen Monitor NCO ( 1xSGT and 2x Spec and below)
1-92G Ration Monitor NCO ( SGT or above )	1-92G Ration Monitor NCO( :SGT or above )	1-92G Ration Monitor NCO ( SGT or above )
1-92G Admin Monitor NCO ( SGT or above )	1-92G Admin Monitor NCO ( SGT or above )	1-92G Admin Monitor NCO ( SGT or above )

Note:

Headcount and size of the dining facility will determine the actual staffing requirements.

3. Junior 92G's will serve as military representatives to provide oversight with daily food service operations. Duties include, but not limited to oversight of contracted food service staff; ensure adherence to food safety, food preparation, food handling and storing; ensure proper sanitation practices IAW TB MED 530; monitoring remote feeding operations, and assist in resolving issues that may arise.

## MEMORANDUM FOR Contingency Operations Units

SUBJECT: Standard Operating Procedure (SOP) for and FOB/MKT Dining Facility Operations

1. Purpose. This SOP establishes operational procedures applicable to Contingency Operations and Forward Operating Base (FOB) Dining Facilities for Order; Receipt; Inventory; Storage; Preparation; Serving, and Accountability of Class I.

2. References: Appropriate Regulations, DA Pamphlets, Technical Bulletins, Field Manuals and FRAGOs.

3. Responsibilities.

a. Combined Forces Land Component Command (CFLCC). CFLCC has Title 10 Authority for the AOR. Provides guidance on Class I issues and coordinates with ACES, DSCP and Subsistence Prime Vendor (SPV) on all Class I operations and end-to-end (E2E) supply line distribution.

b. Multi National Force – Iraq (MNF-I): MNF-I, C-4, Food Service establishes sustainment plans, policies, and procedures for operational logistics support and services to sustain joint and coalition forces within the MNF-I area of responsibility and, on order, support the U.S. Embassy-Iraq. The MNF-I, C-4, Food Service provides Class I operations oversight, policy and recommendations in accordance with appropriate regulatory policy or submit exception to policy to DA G4 through ACES, Ft Lee VA.

c. Multi National CORPS-Iraq (MNC-I): MNC-I coordinates Class I operations for contract dining facilities and FOBs/MKT sites. Provides review and consolidation of FOBs (Military Operated MKT Sites) Class I documents to CFLCC for order processing and distribution by SPV. Provides training during the Quarterly Food Service Management Board ensure COTRs and CORs know how to perform their duties in accordance with regulations and directives. Consolidate headcount (HC) data and monthly to CFLCC in accordance with Headcount reporting procedures/SOPs.

d. Army Center of Excellence Subsistence (ACES): ACES is the Executive Agent (EA) for the Department of the Army 21 Day CONOPS Menu and UGR-A Supplemental Menu. ACES provide regulatory policy for Class I operations and accountability for Contingency Operations (CONOPS).

e. Defense Supply Center Philadelphia (DSCP): DLA has designated DSCP as EA for Class I Operations for DOD. DSCP provides Subsistence Prime Vendor (SPV) support to CONOPs area.

f. Unit Commanders: Commander's are responsible for the oversight of the dining facility operations and FOBs/MKT sites. Assign food service personnel to dining facilities to perform both headcount operations and Contract Officer Technical Representative (COTR) responsibilities. COTRs need to be placed on orders from DCMA and perform duties to ensure contract compliance.

g. Contracting Officer Technical Representative (COTR): COTRs are designated on orders by DCMA. COTRs perform food service operations oversight in assigned dining facility ensuring proper headcount, ordering, receiving inventory, storage, preparation and serving operations are in accordance with all regulations and directives. COTRs will validate and sign Headcount Report (MNC-I Form 2970) every four (4) days and validate, initial and date the Monthly Earnings and Expenditures Report (MNC-I Form 3980) every ten (10) days for the dining facility account status. MSC's Provide required reports to MNC-I, C4, Food Service Office and Contracting Officer (KO) on provider duties and responsibilities and contract compliance. Efforts should be made to use senior NCO 92G's and 922A WO's in this capacity and to appoint on orders by DCMA. No contractor records will be removed from the dining facility; checks will be performed in the respective dining facility. (See enclosure 1, DCMA DFAC Checklist)

h. Quality Assurance/Performance Evaluators: Performance evaluators are an extension of the COTR has to perform evaluations on the contractor performance. Deficiencies are documented and submitted to the COTR or follow-up and resolution through DCMA. Efforts should be made to use military 92G is in this capacity and appointed on orders.

i. Subsistence Prime Vendor (SPV). SPV provides Class I distribution and order fulfillment in accordance with contract requirements. Current SPV is PWC with SPV platforms/warehouses in Kuwait, Jordan and Turkey supporting OIF.

j. Contract Service Provider: Provider provides contract and management support for all dining facilities and FOB Food Service Operations in accordance with all directives. Performs all duties and requirements in accordance with regulations and other directives within the contract. Responsible for full food service operations to include procedures in ordering, receiving, storing, inventory control and management, prepares and serves Class I in support of authorized patrons.

#### 4. Operational Procedures.

a. Ordering. Follow DSCP Subsistence Total Ordering Receipt Electronic System (STORES) operation procedures utilizing the Stores Order Helper for both contract and FOB Operations. (See wire diagram enclosure 2 for contract order flow process. See wire diagram enclosure 3 for FOB/MKT sites order flow process).

Note 1. Contract Operations: See SPV operating procedures for NIS and Shortage items. In agreement with SPV, they will contact Contract Dining Facilities and will send

a substitute list for NIS items for approval by the Contract Provider Manager; Manager will approve or disapprove substitute list and send back to SPV for Order Process.

Note 2. FOB/MKT Operations: See SPV operating procedures for NIS and shortage items. SPV will provide CFLCC Food Service with substitute list for NIS items. CFLCC will coordinate with MNC-I on these items and any additional items being sent to FOB/MKT Sites for approval. MNC-I will approve or disapprove NIS and any add-on items and send back to CFLCC. CFLCC will coordinate with SPV on substitute items and approval or disapproval of any add-on items.

Note 3. FOBs/MKT Operations: See SPV operating procedures for NIS and shortage items. SPV will provide CJTF76/JLC Food Service with Substitute list for NIS items. CJTF76/JLC will coordinate with appropriate units on these items and any additional items being sent for FOB/MKT sites for approval. CJTF76/JLC will approve or disapprove NIS and any add-on items and send back to SPV. CJTF76/JLC will coordinate with SPV on substitute items and approval or disapproval of any add-on items.

Note 4. Contract Provider and FOBs will follow the SPV provided order frequency schedule for placing orders.

b. Receipt. SPV will provide both an electronic order invoice to the contract dining facility and the driver will have an additional copy for ration personnel to account for and sign the receipt for items received. Any missing/short items or items that are spoiled or not fit for consumption will be annotated in accordance with regulatory and TB policy.

Note 1. The contractor will review all items as they are unloaded from SPV truck and check off each item. Contractor will annotate any shortages on the invoice. COTRs will review procedures are being accomplished IAW policy/doctrine.

Note 2. The contractor will then input correct quantities received into STORES, ensuring that correct UOIs are used for accounting for products. (Products may be requested in LBs; however, they may be accounted for by Case. i.e. 1000 Lbs Beef Diced Ordered by Contractor, 1000 LBs issued by SPV; Unit of Issue/measure: 50 Cases). This number must be what is entered into the STORES Adjusted Detail for correct payment and accountability. The STORES Adjusted Detail is used for Receipts/Expenditures on the Account Card (see Para. I, this SOP Accountability of Class I)

c. Fast Pay. Fast Pay is a system used to expedite payment to the SPV. The SPV fills orders and loads trucks according to dining facility order. Once the SPV trucks have departed the warehouse in route to the final destination, SPV will submit invoice to DSCP for payment. Once the STORES Adjusted Detail and signed dining facility ration invoice are received by DSCP they will be reconciled against Fast Pay invoice and any discrepancies will be adjusted and credit provided by SPV to the government.

Note 1: VETCOM disposition of subsistence. Forms will be filled out and liability for condemnation of Class I will be determined by KO using VETCOM and food service



personnel (COTR) information and reports for either credit to the government or government liability and payment made to SPV. SPV will not be held liability for VETCOM determined unfit/ spoiled subsistence if it is a result of military escort or other situations. If the SPV is at fault this will be annotated on the invoice and Fast Pay credit will be accomplished by DSCP for the government. (See enclosure 4, Fast Pay Receipt Procedures For Iraq Only, Dated: 22 July 05).

Note 2: If Contract Provider is found liable for loss of government subsistence, the COTR will provide documentation with VETCOM report with costs for subsistence condemned for KO to submit claim against Contract Provider for reimbursement to government.

d. Inventory. Contract Provider will conduct a 100 percent physical inventory upon receipt of issues and on weekly basis at a minimum. Inventory will be managed in accordance with Army Regulation (AR) 30-22 and Department of Army Pamphlet (DA PAM) 30-22.

e. Storage. Contract and FOBs will maintain adequate storage in accordance with mission requirements and maintain proper rotation and documentation, consistent with good inventory and storage practices for rations received to prevent loss of subsistence.

f. Preparation. Contract and Military Providers will prepare subsistence in accordance with recipe card, SOP or manufacturers instructions. Production Schedule and other subsistence accountability documents will be maintained in accordance with appropriate regulatory policy. **Progressive cooking techniques will be used in preparation of subsistence items.**

g. Serving. Contract Provider will follow appropriate Armed Forces Recipe Card (TM 10-412) and SOPs for all serving sizes. Additional servings can be provided if requested by diner.

h. Headcount Procedures. These procedures provide a means for capturing the daily headcount by meal for meals consumed in the contract dining facility operations. Individual signatures are not required, but the headcount will be recorded into different categories as designated on Headcount Register (MNC-I Form 3033). (See Enclosure 5 for Headcount Flow Process and Enclosure 6 for the Headcount Register Form and directions for completing the form).

(1) DFAC Headcount Register. The headcounter makes a tick mark under the appropriate category as each diner enters the facility.

(a) US Military. The headcounter will count all US military personnel.

(b) Coalition Forces. The headcounter will count all Coalition Force personnel.

(c) DOD/DA Civilians. DOD civilian personnel must show their ID card before being counted.

(d) DOD/DA Contractors. All contractors must show their ID card stating they are a DOD/DA contractor before being counted.

(e) AAFES Personnel. AAFES personnel will show their ID card before being counted.

(f) DFAC TCN will show their CAC card before being counted.

(2) Once the meal is complete or one category is completely filled with ticks, the head counter will start a new form. At the end of the meal, the headcounter will add up the ticks from each category and record the number on that form for that category. If a clicker is used to count personnel, then the number from the clicker can be recorded under that category and the remaining space crossed off. The headcounter will add all categories together for a grand total number and then sign to verify the headcount numbers for that form only. The remaining space in each category will be lined out (diagonal line from left to right and from top to bottom) to ensure no additional tick marks can be recorded. After all forms for that meal have been completed and signed, the headcounter turns them into the DFAC manager. **Note: The headcounter will add in any mermite meals the contractor provided in the appropriate column once documentation is verified and on file.**

(3) Headcount Report. This form compiles headcount data for each day and maintains four days of data at a time. A new form will be used every four days. The DFAC manager will enter data from Headcount Register (MNC-I Form 3033) daily onto Headcount Report (MNC-I Form 2970). The COTR will verify and sign the Headcount Report every four days. The headcount report will maintain a running total of headcount for all meals by category, so that the last report for that reporting period will have the grand total of headcount by meal category. (See Enclosure 7 for the Headcount Report Form (MNC-I Form 2970) and Enclosure 6 for directions on completing the form).

(a) The COTR will verify and sign the final monthly report and then forward a copy to their MSC, who will consolidate their units reports and forward to MNC-I, C4, Food Service NLT the 5<sup>th</sup> day following the end of the reporting period. The contractor will maintain the original for the DFAC files.

(b) MNC-I, C4, Food Service will forward a consolidated report to CFLCC NLT the 7<sup>th</sup> day following the end of the reporting period.

(c) CFLCC will send a consolidated report to the Army G4, ATTN: DALO-SMT NLT the 10<sup>th</sup> day following the reporting period and send a copy to ACES, Chief CSPD.

i. Accountability of Class I. This is to provide accountability of rations issued for support of mission requirements for contract dining facility operations. Contracts are considered by regulation to be the same as a garrison operation and account status is a major indicator of efficiency and compliance. These procedures provide a means for the tracking the monthly earnings and expenditures that the DFAC manager uses to report costs. (See Enclosure 8 for accounting flow process).

(1) Monthly Earnings and Expenditures Record. The Monthly Earnings and Expenditures Record (MNC-I Form 3980) is the account card used to track these earnings and expenditures. The DFAC manager maintains this record daily by entering in the headcount data from the Headcount Report and calculating the allowance today and cumulative allowance. The receipts are entered in as issues on the day they are received by utilizing the STORES Adjusted Detail report at the dining facility. The STORES Adjusted Detail report has the DSCP Cost Recovery Rate (CRR) already include in the cost of goods. However, the dining facility manager will have to multiply the CRR (1.111) on the NIS/Substitute list (3176 Catalog and add figure to the receipt total on the 3173 and 3174 catalogs for total expenditures/issues. The COTR will reconcile the report against the Headcount Report (MNC-I Form 2970) and receipts every 10 days and at the end of the accounting period. (See Enclosure 10 for this form and Enclosure 9 for directions to complete the form).

(2) After the record is reconciled at the end of the month, the COTR forwards a copy to their MSC by the 3rd day after the reporting period. The MSC will consolidate reports and forward to MNC-I by the 5th day after the reporting period. MNC-I will send a consolidated by DFAC roll-up to CFLCC by the 7th day after the reporting period. CFLCC will combine numbers from Kuwait and send their roll-up report to Army G4 and send a copy to ACES, Chief CSPD by the 10th day after the reporting period.

j. Warming and Cooling Beverage Support (WCBS). WCBS are used in support of mission and training requirements (i.e. to include but not limited to - guard duty; convoys; ranges; etc). Accountability for WCBS products must be accomplished for rations issued in support of mission requirements. LOGCAP, Sustainment, FOB and MKT site dining facility operations will request WCBS in accordance with AR and DA PAM 30-22 requirements for requesting support. Memorandum will be submitted with required information in the same procedures for Special Meal Requests.

(1). The Theater Food Advisor (Title 10 Authority) will coordinate approved items list for this support. The Theater Menu Board and members will determine the approved items list.

(2). DA Form 3161 will be used for accounting for subsistence items used to WCBS support requests. DA 3161 will be priced out by LOGCAP Contractor and signed by designated unit representative at the time of pickup. The total amount on the DA 3161 will be entered on the Monthly Earnings and Expenditure Record in the Total Issues column and deducted from the Cumulative Issues. These procedures provide a means for

the tracking the monthly earnings and expenditures that the DFAC manager uses to report costs. (See Enclosure 8 for accounting flow process).

### **Administration Monitor NCO duties and responsibilities**

1. Ensure contractor posts daily menus for the next day meal prior to the evening meal in a conspicuous location at the entrances to the dining facility.
2. Ensure contractor prepares a daily production schedule.
3. Ensure contractor and sub-contractor signs production schedule prior to preparing meal.
4. Ensure contractor QA/QC department conduct inspections IAW Food Service Operation SOP.
5. Ensure contractors post approved signs as required to inform employees and others of sanitation procedures. Ensure signs are translated into local language where necessary/required.
6. Ensure contractor properly records all PHF's that have reached unsafe temperatures.
7. Ensure contractor immediately notifies Food Service Manager and Food Advisor for instructions in event of fire, flood, power outage, equipment failure or similar event that might result in the contamination of food.
8. Ensure contractor implements a key control and security procedures to secure all Government owned, contractor operated facilities and take all appropriate measures to prevent loss of Government property, to include food items.
9. Ensure contractor prepares all reports and documents as required.
10. Ensure contractor checks all required forms for completeness.
11. Ensure contractor safeguards controlled forms for historical and audit purposes.
12. Ensure contractors originate necessary correspondence and promptly reply to all correspondence and complaints related to food service functions.
13. Ensure contractor prepares a record of injury form immediately upon occurrence of a job related injury.
14. Ensure contractor completes an accident report and submit it to the safety office .
15. Ensure contractor files a current copy of food service personnel physicals with the KBR Health Service Coordinator (HSC).
16. Ensure contractor provides well fitting fresh laundered uniforms.
17. Ensure contractor establishes and retains documentation of diner comments.
18. Ensure that appointed COTR orders are on hand and current.
19. Ensure that production schedules are accurately prepared and signed.
20. Ensure daily headcount reports are properly completed and filed.
21. Ensure all required publication, directives, and memorandums are current and on hand.
22. Ensure all files, publications and records are properly and neatly maintained.
23. Ensure that all headcount instructions are on hand and current.
24. Ensure contractor properly briefs headcount 30 minutes prior to each meal.
25. Frequently spot check the headcount throughout the serving period.
26. Ensure all Food Preparation SOP's are current and approved by the appropriate contractor.
27. Ensure COTR is preparing a written monthly surveillance report.
28. Ensure all contractors sanitation-training certificates are on file or Serve Safe certification.

29. Ensure that Army recipes are available.
30. Ensure that the Earnings and Expenditure Record is maintained within the monetary guidelines.

## **Warehouse Monitor NCO duties and responsibilities**

1. Warehouse Monitor NCO has oversight responsibility for ensuring that the proper procedures are adhered to during ordering, receiving, storing, and accountability of all Class I items received at the Contracted Dining Facilities in Iraq. These procedures will aid in accomplishing the required tasks associated with accurate receiving operations and inventory control. The FOS must ensure compliance with AR 30-22 and DA Pam 30-22.
2. Additionally the Warehouse Monitor NCO will:
  - a. Provide periodic training as prescribed by MSCs for all individual's assigned subsistence receiving duties.
  - b. Establish an on-the-job (OJT) training program to improve the accuracy and efficacy of the subsistence receiving processes. Each individual assigned receiving duty must be trained in receiving inspection process, acceptance and rejection procedures and proper document handling.
  - c. Monitor for the accurate conduct of subsistence receipt activities, processing receipts to the PWC, and reporting of discrepant shipments received.
  - d. Request assistance of veterinary food inspection personnel when any item received is suspected of being unsuitable for its intended use. VETCOM personnel will provide recommendations on wholesomeness or fitness of suspect products.
3. Receiving Procedures: Subsistence will be delivered directly to contract dining facilities by the subsistence prime vendor (PWC). Receiving personnel (contractors) are responsible for determining the identification, count, and condition of all items delivered. COTR and Warehouse Monitor NCO must ensure that the receiving procedures of AR 30-22, DA PAM 30-22, and FM 10-23-2 are followed.
4. This SOP provides guidance to ensure the proper receiving procedures are maintained.
  - a. Area veterinary food inspection personnel will perform random sampling of deliveries in accordance with VETCOM Handbook for Prime Vendor Operations.
  - b. The general rule for required remaining shelf life is: "Acceptance of supplies will be limited to product processed and packed from the latest pack available or the latest seasonal pack during the contract period. All products delivered shall be as fresh as possible, and within the manufacturer's original; shelf life period (i.e. "Best if Used By Date", "Expiration Date", or other markings).
5. Receiving Subsistence: The Contracting Supervisor or his designated representative along with the Warehouse Monitor NCO will identify each product item delivered, ensure the count of the item is as stated on the delivery ticket, and determine that the condition (including shelf life remaining) permits use of the product as intended. Items

must be weighed or counted to ensure quantities receipted for are the same as those listed on the delivery document.

a. The vendor will provide a copy of the delivery ticket at time of delivery. The receiving individual will compare a copy of the original dining facility order to the delivery ticket to validate that items received are as ordered. Receiving individuals must adhere to the receipt inspection procedures detailed in Chapter 13, FM 10-23-2. Notify the FOS of any subsistence item that appears to be suspect in quality or condition. Additionally:

b. Items issued by average weight must be totaled and compared to the original order quantity to ensure the quantity received is sufficient to meet the order requirement. For example: 104 lbs. of beef roast was ordered. Two cases delivered equal only 94 lbs., leaving a possible 10 lb. shortage. Conversely, if 104 lbs. were requested and the two case total weights are 120 lbs. the FOS should be aware of the increase. Either case requires that the receiver ensure the quantity received is recorded correctly on the vendor's invoice.

c. Unauthorized substitutions will be reported to the FOS/Contract Supervisor.

d. All items will be checked for shelf life by using Date of Pack, Expiration or Best Used by Date.

e. Receiving personnel must ensure that the delivery documents reflect actual receipts prior to signing the document. Annotate any change to receiving documents by striking through the listed quantity, entering the received quantity and the reason for the difference. The person making the change must initial each change to the delivery document.



## **Warehouse Monitor NCO Checklist**

The Warehouse Monitor NCO will:

1. Ensure contractor properly stores, safeguard, and account for all government subsistence.
2. Ensure the contractor's inventory all items upon receipt of delivery.
3. Ensure contractors have inventory available upon request.
4. Ensure contractor places all items in proper storage or preparation areas upon receipt.
5. Ensure contractors inspect subsistence for quality and quantity.
6. Ensure contractor records any discrepancies and forward to the Contract DFAC Manager immediately.
7. Ensure contractor protects all food including ice against contamination while in storage, preparation, display, transported or served (dust, insects, and rodents).
8. Ensure contractor protects PHF's against conditions conducive to the growth of microorganisms.
9. Ensure contractor maintains frozen foods at a temperature of 0 degrees F (-18 degrees C) or below during storage.
10. Ensure contractor properly record all PHF's on DA Form 7438-R that have reached unsafe temperatures and notifies FOS/Contract Supervisor.
11. Ensure contractor immediately notifies the Food Service Manager and Food Advisor for instructions in event of fire, flood, power outage, equipment failure or similar event that might result in the contamination of food.
12. Ensure contractors notify US Army Vet Services to inspect packaged food that has passed the expiration date on package.
13. Ensure that all food is properly inspected, stored, and rotated (FIFO, first in first out).
14. Ensure contractor accurately completes kitchen requisitions after each meal (NO EXCEPTIONS).
15. Ensure contractor conducts a weekly inventory (NO EXCEPTIONS).
16. Ensure that all cardboard boxes are broken down prior to placement into dumpsters.
17. Ensure no changes are made to production schedule without contractor approval.

## **Kitchen Monitor NCO Duties and Responsibility**

The kitchen Monitor NCO will:

1. Ensure contractor records all food service activity on Production Schedule.
2. Ensure contractor incorporates and re-offers leftover foods only once after they have been properly stored and protected of properly, reheated and chilled, as applicable.
3. Ensure contractor sets temperatures on all equipment during cooking period as prescribed in the recipe for the item cooked.
4. Ensure contractor uses temperature-monitoring devices (TMD) in all cooking, roasting, and baking process to periodically check temperatures during cooking process.
5. Ensure contractor prepares and offer items outlined in the 21 Day CONOPS Menu.
6. Ensure contractor sets up serving lines NLT 30 minutes prior to scheduled serving.
7. Ensure contractor or representative supervise the serving during the meal.
8. Ensure contractor properly replenish serving line to ensure availability to all patrons throughout the serving period.
9. Ensure contractor removes empty serving line containers, properly replenish and place full container back on the serving line.
10. Ensure contractor serving food is courteous and present a helpful attitude toward each patron.
11. Ensure contractor is attired in proper uniform and use proper sanitary procedures while serving.
12. Ensure contractor maintains food items at specified serving temperatures.
13. Ensure contractor serves portion size IAW TM 10-412. Additional servings can be provided if requested by diner.
14. Ensure contractor conducts operations in a sanitary manner to prevent attraction of insects, vermin and rodents.
15. Ensure contractor keep all drains cleaned and covered at all times.
16. Ensure contractor protects PHF's against conditions conducive to the growth of microorganisms.
17. Ensure contractor places food in a clean, covered and labeled container that has been removed from its original container or package and not immediately being prepared or served.
18. Ensure contractor stores containers of food a minimum of six inches above the floor on clean dunnage or shelves.
19. Ensure contractor does not store food and containers under refrigeration cooling systems.
20. Ensure contractor does not store food and containers near non-foods such as cleaning supplies, insecticides and like items will not be stored in food preparation or storage areas.
21. Ensure contractor does not store food and containers under exposed sewer lines/water lines, except for automatic fire protection sprinkler heads.
22. Ensure contractor protects prepared food not subject to further washing or cooking and is stored before serving in a manner that protects it against cross contamination.
23. Ensure contractor maintain frozen foods at a temperature of 0 degrees F (-18 degrees C) or below during storage.

24. Ensure contractor maintains the internal temperature of PHF's 40 degrees F (5 degrees C) or below, or 140 degrees F (60 degrees C) or above.
25. Ensure contractor discarded and properly record all PHF's that have reached unsafe temperatures.
26. Ensure contractor immediately notifies Contract Food Service Manager and Food Advisor for instructions in event of fire, flood, power outage, equipment failure or similar event that might result in the contamination of food.
27. Ensure contractors thaw/temper PHF's in refrigeration that is operated at an air temperature of 40 degrees F (5 degrees C) or below; as part of the conventional cooking process, or under potable running water at a temperature of 70 degrees F or below.
28. Ensure contractor will have sufficient water velocity to agitate and float off loose particles into the overflow.
29. Ensure contractor immediately sanitizes all surface of sinks, equipment, and utensils afterward to minimize cross contamination when poultry is tempered.
30. Ensure contractor places all frozen foods in a sanitized pot or other container and let the water overflow into the sink.
31. Ensure contractor prepares food on surface that has been cleaned, rinsed and sanitized.
32. Ensure contractor sanitizes fixed surfaces using clean cloths that have been rinsed in a sanitizing solution.
33. Ensure contractor thoroughly washes raw fresh fruits and vegetables with potable water before being cooked or served.
34. Ensure contractor does not use ice for human consumption that has been used for cooling stored food and food containers.
35. Ensure contractor effectively protects ice that is used for human consumption and it must be potable and covered.
36. Ensure contractor wear gloves when dispensing ice from machines.
37. Ensure contractor cook poultry, poultry stuffing, stuffed meats and stuffing containing meat throughout to a minimum internal temperature of 165 degrees F (74 degrees C) for 15 seconds with no interruption of the cooking process.
38. Ensure contractor does not stuff poultry.
39. Ensure contractor cooks all pork and food contains pork throughout to a minimum internal temperature at least 150 degrees F (66 degrees C) for one minute.
40. Ensure contractor refrigerates shell eggs as soon as they are delivered and remain refrigerated until used.
41. Ensure contractor thoroughly cooks all shell eggs to a minimum temperature 145 degrees F.
42. Ensure contractor does not serve foods containing raw eggs i.e. homemade ice cream, hollandaise sauce.
43. Ensure contractor cooks scrambled eggs until there is no visible liquid egg and in batches no larger than 3 quarts.
44. Ensure contractor only adds one egg at a time to the product being prepared.
45. Ensure contractor do not hold bulk scrambled eggs and eggs for French toast, and other dishes where fresh eggs are broken and combined, but not cooked no longer than 2 hours.

46. Ensure contractor chills cold food to a temperature of 40 degrees F (4 degrees C) prior to being placed on the serving line.
47. Ensure contractor provides chilled milk and milk products for drinking purposes to patrons in unopened containers or approved dispenser.
48. Ensure contractor maintains UHT milk at a temperature between 32 degrees F (0 degrees C) and 45 degrees F (7 degrees C).
49. Ensure contractor provides suitable dispensing utensils used by employees or provided to patrons who serve themselves.
50. Ensure contractor keeps dispensing utensils on a clean dry surface or in an approved sanitizing solution between uses.
51. Ensure contractor does not leave ice utensils in ice machine.
52. Ensure contractor washes, rinse, and sanitize tableware after each use.
53. Ensure contractor washes, rinse, and sanitize utensils and food preparation surfaces where equipment and utensils are used for preparation of PHF's on a continuous basis; at the start of the operation; every 3 hours during use and at the end of the operation.
54. Ensure contractor washes, rinse and sanitize equipment and food preparation surfaces after each food preparation task is completed.
55. Ensure contractor cleans as required food contact surfaces of grills, griddles and similar cooking devices, door seals of microwaves ovens and cavities.
56. Ensure contractor keeps all food contact surfaces free of encrusted grease, food debris, and other foreign matter.
57. Ensure contractor drains and cleans deep fat fryer at the end of each day.
58. Ensure contractor strain and place reusable grease or oil in an airtight container and refrigerate.
59. Ensure contractor stores unusable grease or oil in containers and retain for pick up and/or disposal by an authorized agent.
60. Ensure contractor cleans hood filters as required.
61. Ensure contractor cleans non food contact surfaces of equipment often as necessary to keep equipment free of accumulation of dust, dirt, food particles and other debris.
62. Ensure contractor frequently rinse reusable cloths in a sanitizing solution mixed according to manufacturers recommendations using test strips to assure a safe and defective solution of 50 PPM.
63. Ensure contractor stores reusable cloths in a sanitizing solution between uses.
64. Ensure contractor provides and use not less than three compartment sink for manual washing, rinsing and sanitizing of utensils and equipment.
65. Ensure contractor cleans fixed equipment with a hot detergent solution.
66. Ensure drain boards or easily movable dish tables are of adequate size for proper handling of soiled utensils prior to washing and storing utensils following sanitizing.
67. Ensure contractors wash, rinse and sanitize equipment and utensils in the following sequence:
  - a. Clean sinks prior to use; pre flush or pre scrub when necessary, pre soak to remove large particles in water not to exceed 80 degrees F (27 degrees C)Thoroughly wash equipment and utensils in first compartment sink with detergent solution that is kept clean and has a water temperature between 110-120 degrees F (43-49 degrees C).

- b. Equipment and utensils will be rinsed free of detergents and abrasives with hot water between 120-140 degrees F (49-60 degrees C).
- c. Food contact surfaces of all equipment and utensils will be sanitized by immersion for at least 15 seconds in a cleaning solution approximately 100 PPM of available chlorine solution based sanitizer, in water temperatures of at least 75 degrees F (24 degrees C), but not to exceed 120 degrees F (49 degrees C).
- 68. Ensure contractor uses chlorine test strips frequently to test the concentration of available chlorine bleach that is used to sanitize equipment and utensils.
- 69. Ensure contractor stores clean and sanitized equipment and utensils 6 inches (15cm) above the floor in a clean and dry location in a way that protects them from splashes, dust and other possible sources of contamination.
- 70. Ensure contractor keeps food contact surfaces of fixed equipment protected from contamination.
- 71. Ensure contractor does not place equipment and utensils under exposed sewer or water lines.
- 72. Ensure contractor air-dries utensils before storing or will be stored in a self draining position.
- 73. Ensure contractors design and use facilities to store knives, forks and spoons to present the handle to the employee or customer.
- 74. Ensure contractor dispenses and handle self service articles in a manner that prevents contamination from surfaces that may come in contact with food.
- 75. Ensure contractors wash their hands before using single service knives, forks and spoons packaged in bulk holders or wrapped by employees.
- 76. Ensure contractor presents knives, forks, and spoons in a holder, handle first, to the customer unless prepared or prepackaged.
- 77. Ensure contractor does not reuse single service items.
- 78. Ensure contractor does not store single use articles, food service equipment or utensils in toilet room's vestibules or utility rooms.
- 79. Ensure contractor cleans serving/steam line equipment and all other equipment in the serving or dining area, or on which food is prepared, held or dispensed after each meal with a sanitizing solution.
- 80. Ensure contractors clean and sanitize dining room table tops and sides daily, as spoilage occurs, or as required.
- 81. Ensure contractor cleans table bases and legs weekly.
- 82. Ensure contractors wipe dining room chairs/benches to remove all foreign objects, smudges, food particles and liquids from the seats and backs after each meal or as required.
- 83. Ensure contractor keeps garbage containers covered at all times except those being actively used in the food preparation area.
- 84. Ensure contractor moves full garbage containers to proper storage area to be picked up.
- 85. Ensure contractor keep the area around the trash dumpsters clean at all times.
- 86. Ensure contractor immediately and thoroughly cleans the soiled containers and covers after the garbage and trash is emptied.
- 87. Ensure contractor cleans container wash area after each use.
- 88. Ensure contractor cleans container when soiled if plastic can liners are used.

89. Ensure contractor does not use outside storage of unprotected plastic or paper bags containing garbage or refuse.
90. Ensure contractor stores linen/uniforms and other articles in a clean storage place.
91. Ensure contractor stores soiled articles in a nonabsorbent container or washable laundry bag.
92. Ensure contractors maintain a high degree of personal cleanliness and conform to good hygiene practices during all working periods in the food service facility.
93. Ensure contractors wash their hands and exposed parts of their arms upon reporting for work and immediately after each visit to a lavatory; additionally, hands will be washed after smoking, taking a break, before handling clean utensils/equipment, before starting food preparation, between handling raw and cooked or other food ready to eat, and after handling raw meat, poultry or garbage.
94. Ensure contractors post sign providing instructions for hand washing in a conspicuous place. The signs will be in English and in local language to ensure all food service personnel understand.
95. Ensure contractor does not wear jewelry such as bracelets or similar items while preparing or handling food. The only exception is a plain wedding band.
96. Ensure contractors fingernails are clean and cut short and not longer than the fleshy tip of the finger. Wearing fingernail polish, artificial nails or other fingernail decorations are prohibited.
97. Ensure contractors are clean-shaven, a neatly trimmed mustache and beard (beard must have hair restraint) is permissible. Personnel not affiliated with food are not required to shave.
98. Ensure contractors have all food service personnel wear effective hair restraints, caps, hats or hairnets. Personnel with hair that cannot be adequately restrained will not be allowed to work.
99. Ensure contractors instruct all food service personnel in the principles and practices of food borne illness prevention and first aid.
100. Ensure contractor develops education programs, signs, and other instructional or directive material in the native language of food service personnel.
101. Ensure contractor inspects food service personnel at the start of each day for any infected wounds, open sores or acute respiratory infections.
102. Ensure contractors do not let personnel with evidence of any health problem work in any capacity where there is likelihood of food contact surface contamination with pathogenic organism or transmitting disease agents to others.
103. Ensure contractors provide well fitting, fresh laundered uniforms and provide them daily.
104. Ensure contractors provide food service personnel with shoes that are of sturdy construction and will cover the foot to meet safety needs.
105. Ensure contractors follow all recipe guidance for proper cooking times and temperatures.
106. Ensure proper portion control for all food items are enforced and proper utensils are used.

### **Escort Duties and Responsibilities**

1. Ensure an NCO is available to escort gun trucks to and from staging area.
2. Ensure PWC trucks are downloaded within 24 hours.
3. Return PWC trucks back to staging area immediately after downloading.
4. See CFC Frago 09-498 Military Security Requirements for Transporting Subsistence to Dining Facilities in Iraq.

## **Standards of Dress and Appearance**

1. In an effort to enhance and maintain a pleasurable atmosphere in Contract Dining Facilities throughout the Iraqi zone, all soldiers and civilians who utilize these facilities will adhere to the following standards of dress and appearance. Personnel who do not comply with these standards will be denied access to the facility. These procedures, with requisite training, will aid in accomplishing the required tasks associated with accurate receiving operations and inventory control.
2. If necessary the Military Police will be summoned to remove anyone refusing to leave when requested.
3. Personnel in uniform will comply with the following:
  - a. US Military and Coalition forces personnel in uniform will be dressed in accordance with the regulation that governs their branch of service (Army, Navy, Air Force, and Marines).
  - b. Will remove headgear upon entry and remain uncovered while in the dining facility.
  - c. Will not wear mixed uniforms, and/or combinations of military and civilian clothing.
4. Personnel in civilian attire will comply with the following:
  - a. Will have ID badges visible upon entry into the dining facility.
  - b. Will remove headgear upon entry and remain uncovered while in the dining facility.
  - c. Will not wear shower shoes, flip flops, or open toe shoes.
  - d. Will not wear sleeveless dresses or tops, bathing clothes, halter tops, short shorts, Exercise tights, or garments that expose the midriff or underarms. Both male and female personnel wearing sheer or otherwise transparent outer garments must wear undergarments.
  - e. Will not wear dirty or sweaty PT uniform .
  - f. T-shirts, undershirts, or other clothing not designed to be worn as an outer garment will not be worn.
  - g. Will not wear excessively dirty or soiled garments.
  - h. Garments with foul, provocative, racially inflammatory, sexist, or tasteless word or drawings will not be worn.
  - h. Female will not wear hair curlers.
5. Personnel underarms will comply with the following:
  - a. Weapon must be in the green status.
  - b. Muzzle of weapon must be facing toward the ground.
  - c. No crew served weapons authorized in the dining facility.
6. In addition to the above guidelines, all personnel must adhere to the following:



- a. Do not place headgear on dining room tables.
- b. Do not place protective gear on chair back.

## **Headcount Duties and Responsibilities**

1. The Contractor Officer Technical Representative (COTR) or his/her appointed representative will brief each headcounter on the responsibilities before the individual assumes headcount duties.
2. Headcount duties will be performed by military personnel only IAW Frago 1281.
3. Headcount will check and verify each diner ID/CAC prior to entering into the DFAC.
4. The COTR or his/her representative will provide a numeric clicker to the headcount to assist in accounting for each diner whom consumes a meal within the DFAC or takeout plate.
5. The Headcount Register (MNC-I Form 3033) is the primary document used to capture the cumulative total number of diners that consumed meals during a serving period. A separate Headcount Register will be used for each meal for each day. At the conclusion of each meal, the headcounter will close out all sheets using the next unused line and sign the document(s). In addition, the Headcount Register (MNC-I Form 3033) will be used to record satellite dining facility headcount for the supporting dining facility.
6. Headcounter will turn in all headcount register sheet(s) into the military admin NCO.
7. Headcounter must stay focused on their duty and will not read newspapers or magazines while performing headcount duties.
8. Headcounts will not have friends lingering around headcount area.
9. Headcount will perform the following additional duties:
  - a. Ensure carryout trays are in headcount area.
  - b. Enforce dress code.
  - c. Monitor and enforce takeout policy.
10. Be focused and professional at all times.



HEADQUARTERS  
MULTI-NATIONAL CORPS - IRAQ  
BAGHDAD, IRAQ  
APO AE 09342

FICI-GL-FS

16 January 2006

## MEMORANDUM FOR RECORD

SUBJECT: Authorized Food Items for Special Meal Requests

1. VIP/DV/Primary/Special Staff Event: (conference, working lunch/Dinner, meeting or Diplomatic visit/function etc) Requests must be signed, approved and submitted within seven (7) days, when possible. Along with the request, a memorandum of justification (signed by an O-5 or above) must be submitted with the following information to the MSC G4 Food Service section, Separate Brigades or individually deployed Companies must submit to the MNC-I, C4, Food Service Section:

a. Support Request: Prepared by supporting unit or organization. Minimum information on request for support is as follows:

- 1) Nature of requirement (complete description)
- 2) Date and time(s) of requirement
- 3) Estimated number of personnel to support
- 4) Supporting DFAC
- 5) POC for request /personnel picking up
- 6) Time for pickup

b. Authorized Subsistence Items:

- 1) Meals will be in accordance with daily menu rotation or in house items.
- 2) Additionally, event dependant a "Break" or refreshment menu is authorized consisting of the pastry/donuts, fresh fruit, and beverage service (coffee, tea, soda, water, and assorted juices).

2. Transfer of Authority: Requests must be signed, approved and submitted within fourteen (14) days to the approving dining facility. Along with the request, a memorandum of justification (signed by an O-5 or above) must be submitted with the following information to the MSC G4 Food Service section, Separate Brigades or individually deployed Companies must submit to the MNC-I, C4, Food Service Section:

a. Support Request: Prepared by supporting unit or organization. Minimum information on request for support is as follows:

- 1) Nature of requirement ( complete description)
- 2) Date and time(s) of requirement

- 3) Estimated number of personnel to support
- 4) Supporting DFAC
- 5) POC for request /personnel picking up
- 6) Time for pickup

b. Authorized Subsistence Items:

- 1) Decorated Cake
- 2) Beverage Service (coffee, tea, soda, water, and assorted juices)
- 3) Light Snacks (finger sandwiches, meatballs, wings, fruit tray, vegetable tray, and pastries)

3. Monthly Promotion/Awards Ceremony and Hail & Farewell Event: Requests must be signed, approved and submitted to the approving dining facility within fourteen (14) days. Along with the request, a memorandum of justification (signed by an O-5 or above) must be submitted with the following information to the MSC G4 Food Service section, Separate Brigades or individually deployed Companies must submit to the MNC-I, C4, Food Service Section:

a. Support Request: Prepared by supporting unit or organization. Minimum information on request for support is as follows:

- 1) Nature of requirement (complete description)
- 2) Date and time(s) of requirement
- 3) Estimated number of personnel to support
- 4) Supporting DFAC
- 5) POC for request /personnel picking up
- 6) Time for pickup

b. Authorized Subsistence Items:

- 1) Decorated Cake
- 2) Beverage Service (coffee, tea, assorted soft drinks, water, and assorted juices)

4. Annual (1 per tour) Unit Morale Sustaining Activity [Organizational Day]: Requests must be signed, approved and submitted to the approving dining facility within thirty (30) days. Along with the request, a memorandum of justification (signed by an O-5 or above) must be submitted with the following information to the MSC G4 Food Service section, Separate Brigades or individually deployed Companies must submit to the MNC-I, C4, Food Service Section:

a. Authorized Level is Battalion or higher or Separate Company/Detachment

b. Support Request: Prepared by supporting unit or organization. Minimum information on the request for support is as follows:

- 1) Nature of requirement (complete description)
- 2) Date and time(s) of requirement
- 3) Estimated number of personnel to support
- 4) Supporting DFAC
- 5) POC for request /personnel picking up
- 6) Time for pickup

c. Authorized Subsistence Items: The unit may select from any combination (as a percentage of the total number of meals requested) of the 3 short order menus identified at the attachment.

5. Bulk Food Item Issues from LOGCAP/Direct Contract dining facilities (DFAC) is authorized for the following: Commanding General's Quarters Mess (DIV, MNC/F-I, etc.); Distinguished Visitors Bureau/Quarters; SJS/SGS; Hospital Nutrition Care Patient Feeding, and US Military Advisory Forces Embedded with Iraqi Forces. Along with the request, a memorandum of justification (signed by an O-5 or above) must be submitted with the following information to the MSC G4 Food Service section, Separate Brigades or individually deployed Companies must submit to the MNC-I, C4, Food Service Section:

a. Support Request: Memorandum prepared by the requesting unit. Minimum information on request for support is as follows:

- 1) Nature of requirement (complete description)
- 2) Date and time(s) of requirement
- 3) Estimated number of personnel to support
- 4) Supporting DFAC
- 5) POC for request/ personnel picking up
- 6) Time for pickup
- 7) How many days the request will support

Note: personnel receiving Bulk Issue Class I Items will sign a DA Form 3161 upon receipt.

b. Authorized Subsistence Items:

1) Cooked and raw items for Commanding General's Enlisted Aside to prepare meals for visiting dignitaries of military and civilian equivalent; Hospital Nutrition Care Specialists for patient meals requiring special dietary needs; Unit Organizational Day Activities (excluding raw poultry, fish/seafood).

2) Cooked and shelf stable items to include but not limited to the following; cereal, Dairy products, fruit, beverages, breads, short order items, vegetables, ice cream products.

6. DFAC Headcount Instructions: In the remark block of the Daily Headcount Register, enter the number of meals prepared, the category they fall under and state that the numbers are included in the category total. i.e. Organization Day 3<sup>rd</sup> ID – 450 US Forces.

7. Headcount credit will only be provided for the following support as noted in paragraph numbers 2, 4 and 5 above. Number 2 and 4 above: only when meat trays, chicken wings and finger sandwiches, etc are prepared. Cakes, donuts and beverage service will not be provided headcount credit but will be priced out on a DA 3161 and signed for by receiving unit and this amount will be deducted from the expenditures on the account card to not adversely affect account card status.

8. The POC for this guidance is MNC-I Food Service Advisor, CW3 Morrall or MNC-I Food Service Supervisor, SGM Ford, 822-2481/2842 or NIPR: [annie.morrall@iraq.centcom.mil](mailto:annie.morrall@iraq.centcom.mil) or [clinton.ford@iraq.centcom.mil](mailto:clinton.ford@iraq.centcom.mil) .

//original signed//  
ANNIE M. MORRALL  
CW3, USA  
MNC-I Food Advisor

**Dining Facility (DFAC) access requirements (per MNC-I FRAGO 44 to OPORD 05-02, 10 JAN 05)**

1. Coalition forces personnel in uniform will be authorized DFAC access after presenting suitable photo identification. The term “coalition forces” includes US, Australian, British, Canadian, Estonian, Georgian, Macedonian, and other military forces working as part of the US-led coalition. This term does not include Iraqi forces (IA or IP).
2. When not in uniform, coalition forces personnel will be authorized DFAC access after presenting suitable photo identification and a search of the person.
3. US military personnel must be in proper uniform (ACU, DCU, PT, or service equivalent) to enter the DFAC. US military personnel will not be allowed to access the DFAC in partial or mixed military uniforms.
4. Civilian personnel will be authorized DFAC access after presenting a CAC card which clearly identifies them as DOD. This also includes DA civilians.
5. Select Iraqi army (IA) personnel are authorized to use the DFAC on a by-exception basis, if it reflected on their BISA badge. Pending issue of the theater-wide BISA badge, IA unescorted access is restricted to green or yellow badge holders only (IA officers). It is anticipated that this access will be phased-out as IA DFAC are established. All IA must be searched except colonels and above.
6. Iraqi police (IP) LNOs are authorized escorted access to DFAC's. Access is authorized on a by-name exception basis for LNOs on duty with coalition forces; and will be reflected on their BISA badge. Pending issue of the theater-wide BISA badge, IP unescorted access is restricted to green or yellow badge holders only (IP officer ranks). This is not a blanket authorization for all IP. All IP must be searched except colonels and above.
7. US, TCN, and IN contract workers should be encouraged to use contractor DFAC if available.
8. All third country nationals (TCN) contractors must present suitable photo identification for access. All TCN must be searched prior to entry. Orange and red badge holders are authorized escorted access only. Escorts must be active duty military or DOD civilians. All LNOs must be searched prior to entry.
9. Local nationals (LN) are not authorized access to DFAC except when specifically required in their contract all LN must be searched prior to entry. Orange and red badge holders are authorized escorted access only. Escorts must be active duty military or DOD civilians. All LN must be searched prior to entry.
10. Convoy personnel (contract drivers) are not authorized access to DFACs except when there are no separate facilities in existence. They may either be fed in the quarantine

area, or fed in the DFAC after normal meal hours. If they are to be taken to the DFAC, they will be escorted by active duty military or DOD civilians. All convoy personnel must be searched prior to entry.

11. Following phase-in of the new biometric identification system for access (BISA) badge, non-coalition force personnel will be allowed access to DFAC only if the badge specifically authorizes DFAC access (code “d” on the front of the badge and a “yes” for DFAC access on the reverse of the badge). Once the BISA has been phased-in, the CAC card will not be accepted for DFAC entry except from DOD civilians.

12. Special guests of the command and other VIPs may be authorized escorted access to DFACs. The approval authority is the fob commander. This approval authority may be delegated to o-6 commanders of tenant commands.



## KBR'S DAY OF SUPPLY DEFINITION FOR DOS REPORT

### **Objective:**

Define one day of supply for a three-meal DFAC and one day of supply for a four-meal DFAC. This will be a guideline to achieve consistency in the Daily DOS Report.

### **Guideline:**

While based on the requirements of the DA 21 Day CONOPS Menu, due to inconsistent deliveries and off-schedule RDD dates, exact compliance to the menu is not always possible. Substitutions are necessary, but all basic menu/meal components as listed below must be available when considering your Days of Supply (DOS) for the DOS Report. If you have rations to produce the daily three or four meals, providing the listed requirements, even though having to make substitutions from the 21 Day CONOPS Menu, you can consider it One Day of Supply in the Daily DOS Report. Use common sense when determining whether you have a complete day of supply. If you have questions regarding this issue please refer to your Area Manager, Theater Food Service Adviser, Deputy Project Manager or Project Manager-Food Service.

1. The following menu elements must be present in a DFAC serving three meals for defining one day of supply (1 DOS):

- **Breakfast**

- Three Breakfast Meats-i.e. Bacon, Ham, Sausage, Bologna
- Creamed Beef
- Eggs – any variety-or Egg substitutes.
- Breakfast Potatoes
- Hot and Cold Cereal
- Pancakes or French Toast
- Assorted Fruit (fresh/canned)
- Breads (toast/biscuits/pastry)
- Yogurt-if available
- Asst. Juice
- Coffee/Tea/Cocoa/Milk
- Peanut Butter/Jelly/Margarine

- **Lunch**

- Soup and Crackers
- Two Meat Entrees
- Two Starch Side Dishes
- Two Vegetables
- Gravy
- Salad Bar
- Bread and Rolls
- Beverages
- Condiments
- Asst Fresh Fruit
- Assorted Dessert (3) and Asst Ice Cream Bar
- Short Order with:

- Burgers or Hot Dogs
- Corn Dogs-if available
- Grilled Cheese and Specialty Sandwiches
- French Fries or Onion Rings
- Pork and Beans
- Specialty Bar
- Cold Sandwiches/Sandwich Bar
- Chips or Pretzels

▪ **Dinner**

- Soup and Crackers
- Two Meat Entrees
- Two Starch Side Dishes
- Two Vegetables
- Gravy
- Salad Bar
- Bread and Rolls
- Beverages
- Asst Fresh Fruit or Canned Fruit
- Condiments
- Assorted Dessert (3) and Asst Ice Cream Bar
- Short Order with:
  - Burgers/Hot Dogs
  - Corn Dog
  - Grilled Cheese and Specialty Sandwiches
  - French Fries/Onion Rings
  - Pork and Beans
  - Specialty
  - Cold Sandwiches/Sandwich Bar
  - Chips or Pretzels

2. The following additional Midnight Meal Menu elements must be present in a DFAC serving four meals for defining one day of supply (1 DOS):

Midnight Meal Requirements are not defined in the 21 Day CONOPS Menu. Standard practice and individual DFAC client preference dictate a combination of the following menu offerings:

▪ **Midnight Meal – Combination of:**

- Entrees prepared but not served at Dinner Meal
- Vegetable/Starch/Gravy
- Breakfast Items (in place of entrees – based on client preference)
- Salad/Sandwich Bar
- Beverages
- Snacks and Desserts
- Short Order Items
  - Burgers/Hot Dogs
  - Corn Dogs

- Specialty Items
- French Fries or Onion Rings
- Pork and Beans
- Cold Sandwiches
- Chips or Pretzels

Note: Rule of Thumb must be used when determining 1 Day of Supply.

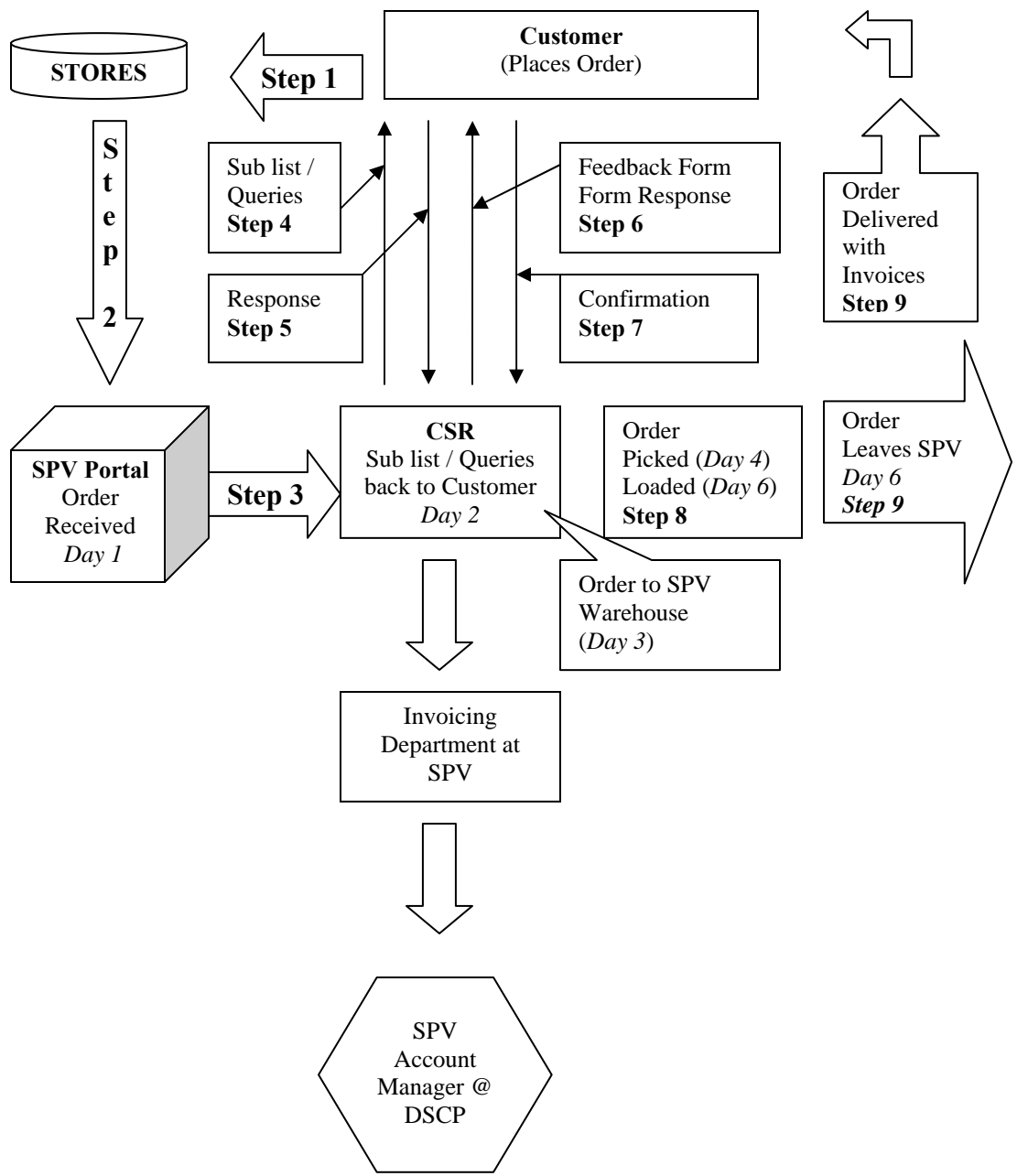
For example:

If no Eggs are available but you have the remaining items to serve Breakfast, you have the Breakfast portion of the DOS. Make a note in the comment section reflecting no eggs, but **DO NOT** count it as not having 1 DOS.

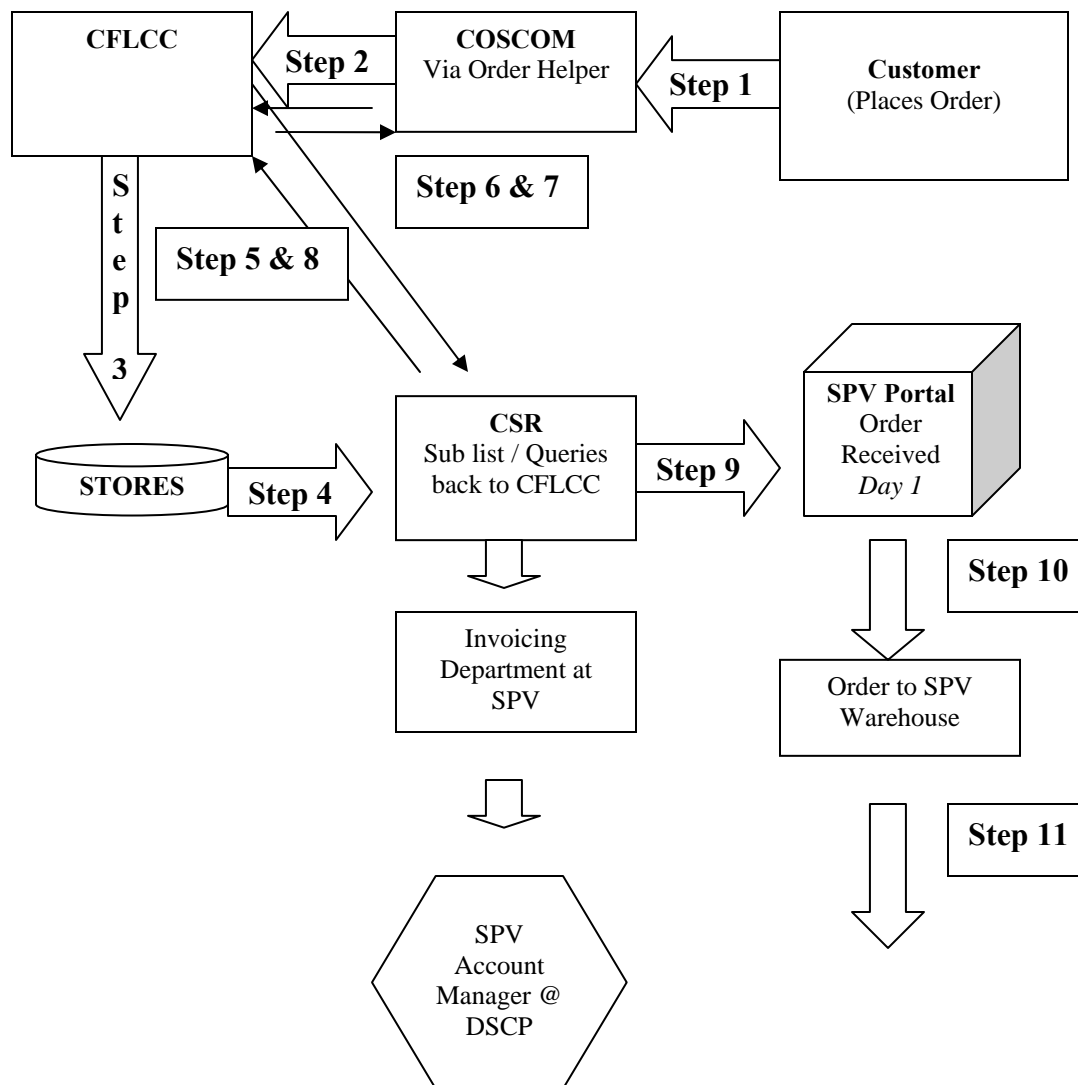
Note: If there are any questions please addressing them through your Food Service Chain of Command.

The purpose of this memo for you to get a better understanding of what your Days of Supply should consist at your dining facility.

ENCLOSURE 1



# ENCLOSURE 2



## Note:

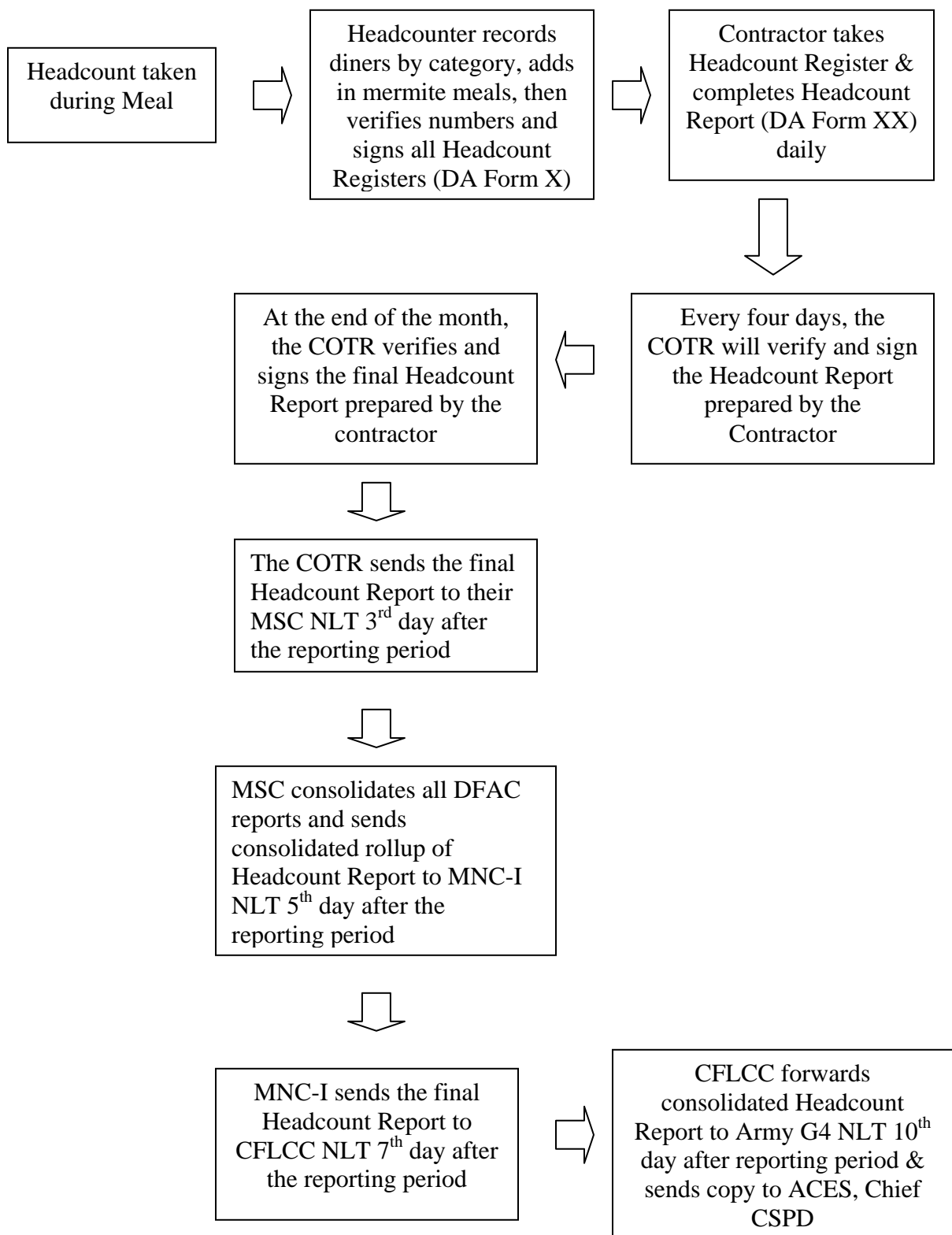
**Step 5 – SPV contact CFLCC on NIS & Sub Items / Add-on Items**

**Step 6 – CFLCC contacts COSCOM on NIS & Sub Items / Add-on Items**

**Step 7 – COSCOM makes decision/recommendation on NIS & Sub Items /**

**Add-o Items**

**Step 8 – CFLCC provides NIS & Sub Item / Add-on recommendation to SPV**



DIRECTIONS FOR USE OF THE DAILY HEADCOUNT REGISTER

Note: Before issuing the sheet to the headcounters, the contractor will complete the following blocks: Dining Facility Name, Date, and X the appropriate meal being served. The COTR or military manager will brief the Headcounter on their duties to ensure they understand how to complete the form and identify personnel.

**U.S Armed Forces** are combined (Army, Air Force, Navy and Marines). U.S. Armed Forces can be counted be using a clicker as an alternate method of counting. Once the meal is complete, enter the total number of diners at the bottom of the register in the first total block under U.S Armed Forces. If a clicker is not used, headcounter will place a tick mark in the top left hand block under the U.S. Armed Forces. He/she will continue placing tick marks as more service members enter. After the forth tick mark he/she will line through the four ticks indicating the fifth diner has entered (||||). **Each completed block indicates five diners.** Blocks will be completed from the top and from left to right. Each column represents 100 diners once all ticks are completed for that column.

**Mermite** are remote site meals served. Enter in the number of mermite meal served, the category they fall under and state that the numbers are included in the category total.

**Coalition Forces** are any non-U.S Force. When any Coalition Force enters the facility the headcounter will place a tick mark in the appropriate block in the same manner described above.

**DOD / DA Civilians** possess an ID card that indicates such. Tick marks will be used for them.

**DOD / DA Contractors** are any contractor working for the U.S. and their ID card indicates such. Tick marks will be used for them.

**DFAC TCN EMPLOYEES** that work at the DFAC will be accounted for by using the tick mark method or placing the total number on duty in the block for that meal on the headcount register. Also, annotate the number of TCN dining facility personnel eat the meal; this number will be included in the ‘Other’ Block titled TCNs.

**AAFES** employees will be identified and present ID cards that indicate they work for AAFES. Tick marks will be used for them.

**Remarks Block** will be used to clarify any entry on the form.

Once the meal is complete, all columns will be added by the headcounter and totals will be annotated in the appropriate block, and the headcounter will sign the register. If there are multiple sheets for a meal, all sheets will be stapled together once the headcounter has verified and signed all of them.

# SAMPLE DOCUMENT

[illegible]



## ENCLOSURE 5

INSTRUCTIONS FOR COMPLETING THE HEADCOUNT REPORT

- 1. Month and Year: Enter the month and year of the current accounting period.
- 2. Dining Facility: Enter the area and dining facility name.

Heading, Date, Columns b, c, d, and e

Enter date for which headcount is being reported. The dates are applicable to lines 1 though 8. If two months are reported, (For example, one report will be prepared for the 30<sup>th</sup> of the month and a second report for the 1<sup>st</sup> and 2<sup>nd</sup> of the following month).

Section A, Lines 1, Columns b, c, d, and e

Enter the headcount of all persons served under the appropriate meal (breakfast, lunch, dinner, midnight meal).

Columns f, g, and h

Column f: Enter the total of columns b, c, d, and e.

Column g: Enter the total of column h from the last report if the report is from the same accounting period. For the first report of the accounting period, no data will be entered in this column.

Column h: Enter the total of columns f and g.

Section B, Lines 9, 10, 11, and 12

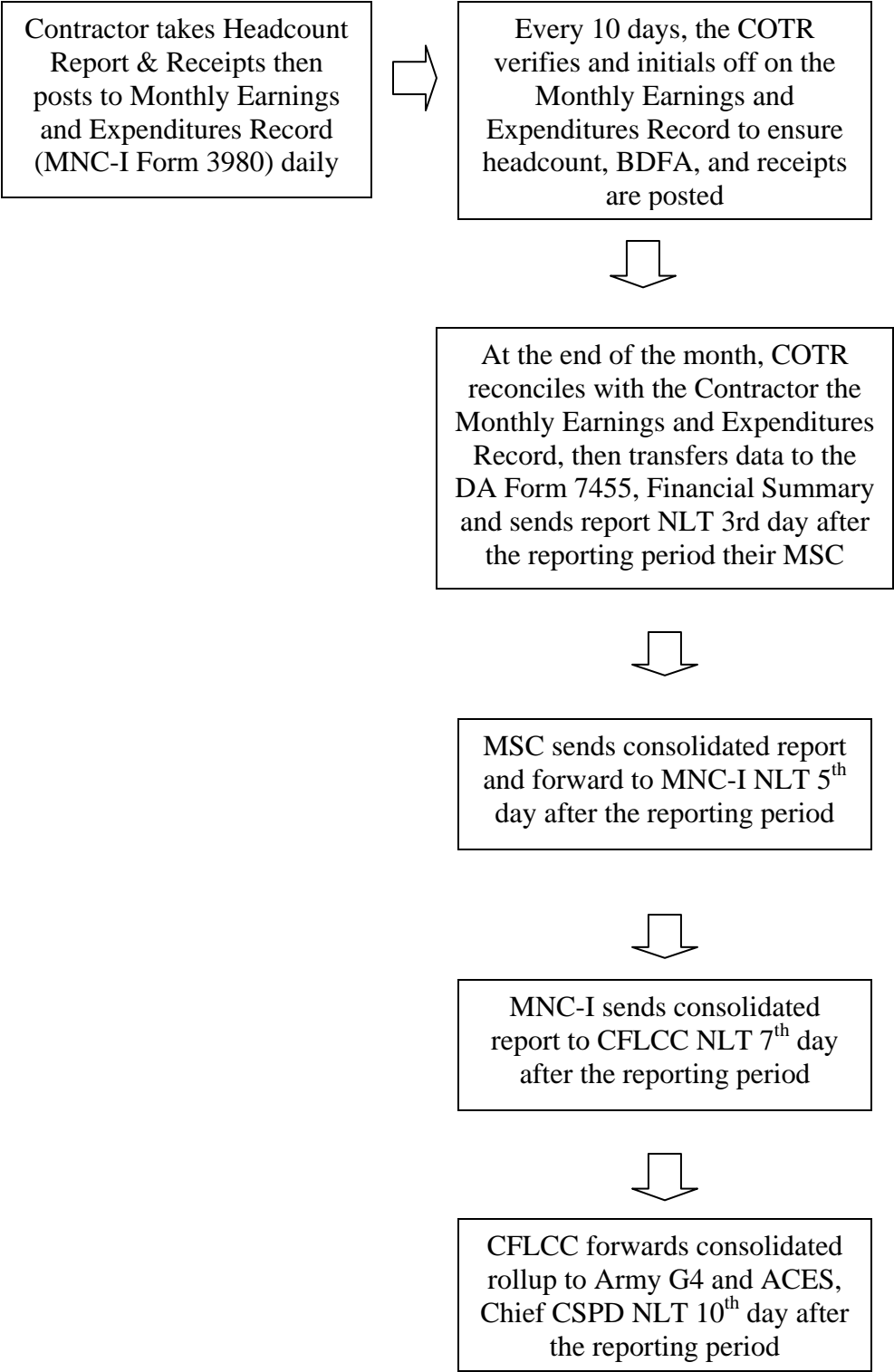
Enter the total of all the headcount reported in lines 1-8 for a specific date and by specific meal (breakfast, lunch, dinner, and midnight meal).

- 3. Remarks: Enter any remarks applicable
- 4. Date: Enter the date the form is signed.
- 5. Signature of the Dining Facility Manager: Type in the name and phone number of the Dining Facility Manager. The DFM will sign above their name.

Note: The COTR will initial the report every four days verifying that the headcount data is correct as recorded on the Headcount Registers.

HEADCOUNT REPORT									
1. MONTH AND YEAR				2. DINING FACILITY					
LINE	CATEGORY a	MEAL	DATE (YYYYMMDD)	DATE (YYYYMMDD)	DATE (YYYYMMDD)	DATE (YYYYMMDD)	TOTAL OF COLUMNS b THRU e	TOTALS FROM LAST REPORT g	CUMULATIVE TOTAL TO DATE h
			HEADCOUNT b	HEADCOUNT c	HEADCOUNT d	HEADCOUNT e			
SECTION A									
1	U.S ARMED FORCES	BRK							
		LUN							
		DIN							
		MNM							
2	MERMITE	BRK							
		LUN							
		DIN							
		MNM							
3	COALITION FORCES	BRK							
		LUN							
		DIN							
		MNM							
4	DOD CIVILIANS	BRK							
		LUN							
		DIN							
		MNM							
5	DOD/DA CONTRACTORS	BRK							
		LUN							
		DIN							
		MNM							
6	AAFES	BRK							
		LUN							
		DIN							
		MNM							
7	DFAC TCN	BRK							
		LUN							
		DIN							
		MNM							
8	CASH MEAL PAYMENT	BRK							
		LUN							
		DIN							
		MNM							
9	OTHER	BRK							
		LUN							
		DIN							
		MNM							
SECTION B									
10	TOTAL	BRK							
11	TOTAL	LUN							
12	TOTAL	DIN							
13	TOTAL	MNM							
3. REMARKS						TOTALS			

# ENCLOSURE 8



INSTRUCTIONS FOR COMPLETING MONTHLY EARNINGS AND EXPENDITURES RECORD

1. **Unit:** Enter the name and area of the dining facility.
2. **Accounting Period:** Enter the month and year of the accounting period.
3. **BDFA:** Enter the dollar value of the Basic Daily Food Allowance for the current month.
4. **BDFA Breakout:** Enter the BDFA conversion for each meal by multiplying the BDFA by the following percentages:
- |                  |                                   |
|------------------|-----------------------------------|
| a. Breakfast     | X20%                              |
| b. Lunch         | X40%                              |
| c. Dinner        | X40%                              |
| d. Midnight Meal | Same allowance as the Dinner Meal |

If the total of the four meals does not exactly add up to the total BDFA, an adjustment will be made to the dinner or midnight meal.

5. **DFAC Transactions:**
- a. **Date:** Enter the date of the transaction.
- b. **Breakfast Headcount:** Enter the total headcount received for that meal.
- c. **Lunch Headcount:** Enter the total headcount received for that meal.
- d. **Dinner:** Enter the total headcount received for that meal.
- e. **Midnight Meal:** Enter the total headcount received for that meal.
- f. **Allowance Today:** Multiply the headcount, separately for each meal served that day, by the BDFA (meal value) that corresponds with that meal. Then add the totals of each meal computation and enter the grand total in this column.
- g. **Cumulative Allowance:** Add the entry in column f to the previous entry in column g (on the line above). Enter the results in this column. If this is the first entry for the accounting period, enter the figure from col. f.
- h. **Total Issues:** Enter the total dollar amount of subsistence supplies (perishable and semi-perishable) received (issued to) in you facility on that date. Transfers will be included in this amount.

**Note:** Dollar figure for all issues will be taken from the STORES Adjusted Detail figure for SPV 3173, 3174 Catalog Items. For NIS/Sub Items (3176 Catalog) the Vendor Fast Pay Receipt dollar figure will be multiplied by 1.111 and this dollar figure will be added to the Stores Adjusted Detail figure (3173, 3174 Catalog items) and then placed in the Total Issues Column.

- i. **Cumulative Total:** Add entry in column h to previous entry in column i (on the line above). Enter the results in this column. If this is the first entry for the accounting period, enter the figure from column h.
- j. **Earnings & Expenditures Status to Date:** Figure the difference between column g and column i. If column g is greater than column i, the account is under spent. Place a (-)

in front of that number. If column i is greater than column g, the account is over spent.  
Place a (+) in front of that number.

[illegible]

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT

## 2. ACCOUNTING PERIOD

3. BDFA

#### 4. BDFA BREAKOUT

a. BREAKFAST

b. LUNCH

c. DINNER

d. MIDNIGHT

BEGINNING INVENTORY	
1	100
2	200
3	300
4	400
5	500
6	600
7	700
8	800
9	900
10	1000
11	1100
12	1200
13	1300
14	1400
15	1500
16	1600
17	1700
18	1800
19	1900
20	2000
21	2100
22	2200
23	2300
24	2400
25	2500
26	2600
27	2700
28	2800
29	2900
30	3000
31	3100
32	3200
33	3300
34	3400
35	3500
36	3600
37	3700
38	3800
39	3900
40	4000
41	4100
42	4200
43	4300
44	4400
45	4500
46	4600
47	4700
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60	6000
61	6100
62	6200
63	6300
64	6400
65	6500
66	6600
67	6700
68	6800
69	6900
70	7000
71	7100
72	7200
73	7300
74	7400
75	7500
76	7600
77	7700
78	7800
79	7900
80	8000
81	8100
82	8200
83	8300
84	8400
85	8500
86	8600
87	8700
88	8800
89	8900
90	9000
91	9100
92	9200
93	9300
94	9400
95	9500
96	9600
97	9700
98	9800
99	9900
100	10000

## 5. DINING FACILITY TRANSACTIONS

a.

DATE

b.  
BRK  
HEADCOUNT

C.  
LUN  
HEADCOUNT

d.  
DIN  
HEADCOUNT

d.  
MNM  
HEADCOUNT

f.  
ALLOWANCE TODAY

g.  
CUMULATIVE ALLOWANCE

#### h. TOTAL ISSUES

i.  
CUMULATIVE ISSUES

j.  
EARNINGS &  
EXPENDITURES STATUS  
TO DATE  
IF COL g IS GREATER THAN COL i, ACCT  
IS UNDER SPENT(-), IF COL i IS GREATER  
THAN COL g, ACCT IS OVER SPENT (+).

**MONTHLY EARNINGS AND EXPENDITURES RECORD (CON'T)**

[illegible]



HEADQUARTERS  
MULTI-NATIONAL CORPS - IRAQ  
BAGHDAD, IRAQ

REPLY TO  
ATTENTION OF

FICI-GL -SF

17 January 2006

MEMORANDUM FOR: Commander, DCMA, Camp Victory South, APO AE 09342

SUBJECT: Contract Dining Facilities Menu Planning Standards/High Value Items on Self Service Bars

1. References:

- a. Contract, Task Order (TO) 89
- b. DA 21 Days CONOPS Menu

2. General: In order to gain visibility and maintain oversight of food cost and transportation requirements needs in support contract dining facility (DFAC) operations, MNC-I has established the following guidance to DFAC managers to adhere to and enforce.

3. Purpose: To provide DFAC managers guidance and procedures for menu planning; food ordering process in support of the DA 21 Day CONOPS Menu at all contracted dining facilities.

4. Guidance:

a. The DA 21 Day Menu will be the standard document used for menu planning in contract dining facility operations and all food items ordered will be based on the needs in support of future menus IAW the DA 21 day CONOPS menu.

b. Deviation from the DA 21 Day CONOPS Menu is authorized to augment menu provided within the BDFA, unless due to the non-availability of a food item(s) that prevents the preparation of the scheduled menu item.

c. The contractor shall not offer the following high dollar items on a self service bar: Chicken wings, Lobster tails, egg rolls, and any type beef steak.

5. The senior military liaison NCO or the Military liaison rations operation NCO will verify all final ration requests prior to being submitted for quality assurance.

FICI-GL

SUBJECT: Contract Dining Facilities Menu Planning Standards

6. The POC for this guidance is MNC-I Food Service Advisor, CW3 Morrall or MNC-I Food Service Supervisor, SGM Ford, 822-2481/2842 or NIPR: [annie.morrall@iraq.centcom.mil](mailto:annie.morrall@iraq.centcom.mil) or [clinton.ford@iraq.centcom.mil](mailto:clinton.ford@iraq.centcom.mil) .

//original signed//  
ANNIE M. MORRALL  
CW3, USA  
MNC-I Food Advisor



REPLY TO  
ATTENTION OF

**HEADQUARTERS**  
**MULTI-NATIONAL CORPS - IRAQ**  
**BAGHDAD, IRAQ**  
**APO AE 09342**

MNC-I-GL-SF

17 January 2006

MEMORANDUM THRU: Commander, MNC-I, ATTN: C4, Victory Base South, APO AE 09342

FOR DCMA: Commander, Camp Victory South, APO AE 09342

SUBJECT: Dining Facility Recommended Serving Size Guidance

1. References:

- a. Task Order 89, section 8.18.1
- b. AR 30-22, The Army Food Program
- c. DA Pam 30-22, 4-8 The Army Food Program
- d. AR 600-9, The Army Weight Control Program
- e. FM 10-23, Basic Doctrine for Army Field Feeding and Class I Management
- f. FM 10-23-2, Tactics, Techniques, and Procedures for Garrison Food Preparation and Class I Operations Management

2. Purpose: To provide the MNC-I Major Subordinates Commands and Separate Brigades guidance and recommendations on procedures to ensure correct portion control techniques are adhered to. In doing so, this will ensure adequate nutritional intake for each diner; support established weight control programs; reduce overall food cost; and prevent fraud, waste, and abuse at the supporting contracted dining facilities.

3. Guidance:

- a. IAW DA PAM 30-22, p. 63, Dining Facility Supervisors must actively enforce compliance with established recommended nutritional serving sizes when serving recipes.
- b. IAW DA PAM 30-22, p. 63, Prior to the meal, servers will be briefed on proper portion (nutritional serving) sizes of each menu item.

MNC-I-GL-SF

SUBJECT: Dining Facility Serving Portions Control Guidance

c. IAW FM 10-23, p. 9-16, and FM 10-23-2, p. 29-2, proper serving utensils will be used to assure adequate and proper individual serving sizes (ladles, scoops, forks, etc.).

d. IAW FM 10-23-2, p. 29-2, Dining Facility Supervisors should periodically monitor the amount of food being discarded by the customer at the end of each meal. This practice will help identify and monitor whether proper nutritional serving sizes are being enforced.

e. The Servers shall serve the correct nutritional serving size of a requested meal entrée to each diner. The contractor shall increase or decrease the correct nutritional serving size at the individual diner's request.

3. The POC for this guidance is MNC-I Food Service Advisor, CW3 Morrall or MNC-I Food Service Supervisor, SGM Ford, 822-2481/2842 or NIPR: [annie.morrall@iraq.centcom.mil](mailto:annie.morrall@iraq.centcom.mil) or [clinton.ford@iraq.centcom.mil](mailto:clinton.ford@iraq.centcom.mil) .

//original signed//  
ANNIE M. MORRALL  
CW3, USA  
MNC-I Food Advisor

DCMA DINING FACILITY CHECKLIST			
UNIT/DFAC		OVERALL RATING	
DFAC OFFICER/ Contract PROVIDER	OUTBRIEF PRESENTED TO		DATE
MAJOR AREAS		WEIGHT	SCORE
a. Food Preparation/Serving		27	
b. Administration		18	
c. Command Emphasis		8	
d. Personnel and Training		6	
e. Equipment use and Maintenance		9	
f. Receipt and Storage of Subsistence		15	
g. Facility and Sanitation		14	
h. Single Service Articles		3	
Total Points		100	
SECTION A: FOOD PREPARATION AND SERVING		WEIGHT	EARNED
1. Is the DA 21-Day CONOPS daily menu standards followed to ensure appealing, nutritious and wholesome food choices, in addition to current popular food items provided during both weekday and weekend operations? [IAW AR 30-22 and DA PAM 30-22]		2	
2. Is the Production Schedule used as a management tool during this evaluation? a. Does the meal served correspond exactly to the menu column? [IAW FM 10-23-2, and DA PAM 30-22].		1	

SECTION A. FOOD PREPARATION AND SERVING (Cont.)	WEIGHT	EARNED
c. Are leftovers recorded immediately after the meal and rapidly reheated to 165 degrees when appropriate and served within 24 hours? Are leftovers labeled when placed in refrigeration? Are leftovers cooled properly? (70 degrees F within 2 hours and to 40 degrees F within 2 hours, for total of 4 hours)? [IAW DA PAM 30-22 and TB MED 530]	1	
d. Is progressive cooking being utilized throughout the meal period? [IAW AR & DA PAM 30-22 and FM 10-23-2]	2	
3. Are recipes and food preparation SOPs, special instructions available and followed, variety menus offered, and final product desirable? [IAW AR 30-22, TM 10-412, and FM 10-23-2]	2	
4. Are food service personnel aware of the correct serving size for the menu items being served? [IAW TM 10-412] Are they serving the correct serving sizes?	1	
5. Are potentially hazardous foods prepared as close to serving time as practical, and are unsafe leftovers discarded after the meal? [IAW TB Med 530]	1	
6. Are required thermometers on hand and being used properly in cooking? [IAW FM 10-23-2 and TB MED 530]	1	
7. Are pastry scales, measuring cups and spoons, mechanical slicing machines, and dicing slicing, and shredding devices available, used,		

cleaned and stored properly? [IAW manufacture's instructions, FM 10-23-2]	1	
8. Are only food items garnished? Is garnish appropriate and complimentary "eye appealing"? [IAW FM 10-23-2]	1	
9. Are hot serving tables preheated to 140 degrees Fahrenheit or above and salad bars refrigerated to 40 degrees Fahrenheit or below? [IAW TB Med 530; FM 10-23-2; and manufacturer's instructions]	2	
10. Is the serving line being supervised by Contract Provider throughout the serving period?	1	
11. Are sneeze guards available and in use in the dining facility? [IAW TB Med 530 and FM10-23-2]	1	
12. Are the serving lines replenished properly? [IAW FM 10-23-2]	2	
13. Is the serving line set up as close to the serving time as possible? [IAW FM 10-23-2]	2	
14. Are servers using the correct utensils for serving each food item? Are they aware of the serving size? [IAW FM 10-23-2]	1	
15. Is the "DA Label 177, Pre-prepared Foods" label or is a label with required data being used for pre-prepared food items? [IAW TB Med 530]	1	
16. Are thawing and tempering PHFs done in refrigeration that is operated at an air temperature 40 degrees F or below; or as part of the conventional cooking process; or under potable running water at a temperature of 70	1	

degrees F or below? Note: If thawing under potable water method is used, water velocity will be sufficient to agitate and float off loose particles into overflow. [IAW FM 10-23-2 and TB Med 530]		
<b>SECTION A. FOOD PREPARATION AND SERVING (Cont.)</b>	<b>WEIGHT</b>	<b>EARNED</b>
17. a. Shell eggs will be refrigerated as soon as they are delivered and remain refrigerated until used. b. All shell eggs will be thoroughly cooked to a minimum of 145 degrees F (63 degrees C) for 15 seconds. c. The serving of foods containing raw eggs (homemade ice cream, hollandaise sauce) is prohibited. d. Scrambled eggs will be cooked in batches no larger than 3 quarts until there is no visible liquid egg. Note: Pasteurized Liq. Eggs will be used for making scrambled eggs. e. Pasteurized liquid, frozen, or Dehydrated eggs will be used for baking. Raw, Shelled eggs can be used if Past. Liq Eggs are not available. f. Bulk scrambled eggs and eggs for French Toast, and other dishes will use Pasteurized Liquid Eggs. If Past. Liq. Eggs are not available shell eggs can be substituted. [IAW FM 10-23-2 and TB Med 530]	2	
<b>TOTAL</b>	27	
<b>SECTION B. ADMINISTRATION</b>	<b>WEIGHT</b>	<b>EARNED</b>
1. Is the production schedule prepared, maintained and signed? Are numbers to prepare for correct? Does headcount and number to prepare for balance to prevent overproduction, leftovers and discards? [IAW DA PAM 30-22]	2	
2. Is a DA Form 1687 (Notice of Delegation of Authority-Receipt of Supplies) and a memorandum listing personnel authorized to request or receive subsistence current and on hand? [IAW DA PAM 20-22]	1	
3. Are required publications, directives, and SOPs current and on hand? Is the internet available or does the facility have a CD with all current		



publications on hand? [IAW DA PAM 30-22, FM 10-23-2 and local policy]	1	
4. Inventory Control: Are kitchen requisitions properly utilized? Are weekly inventories being done? Are end of month inventories conducted after the last operational day of the dining facility. [IAW DA PAM 30-22]	2	
<b>SECTION B. ADMINISTRATION (Cont.)</b>	<b>WEIGHT</b>	<b>EARNED</b>
5. Are headcount instructions (SOP) on hand and current? Are headcounters properly briefed and spot checked during the meal and corrected when needed? Are proper account procedures followed? [IAW DA PAM 30-22 and FM 10-23-2]	1	
6. Are required headcount forms properly completed and maintained? a. DA Form 3032 (Signature Headcount sheet) b. Headcount Register c. Headcount Report [IAW DA PAM 30-22]	1	
7. Is the outside menu properly maintained and conspicuously posted where the diner may read it before or upon entering the dining facility? Is the menu for the following day posted before serving the dinner meal? [IAW FM 10-23-2]	1	
8. Is the Monthly Earnings and Expenditures Record prepared correctly to reflect all previous transactions? Has the COTR validated all entries every 10 days? [IAW DA PAM 30-22 and Local SOP]	1	
9. Is the meal service schedule appropriate? [IAW AR 30-22]	1	
10. Are the files being kept IAW the Army Record Information Management System (ARIMS)? [IAW AR 25-400-2]	1	
12. Are monthly evaluations conducted by PM/Vet/COTR/COR and maintained in the Dining Facility for six Months?	1	

<b>SECTION B. ADMINISTRATION (Cont.)</b>	<b>WEIGHT</b>	<b>EARNED</b>
13. Each DFAC Supervisor or Designated Lead or Sub-Contractor will implement Key Control and Security procedures to secure all Government owned Contract Provider operated facilities and take all appropriate measures to prevent the loss of government property, to include subsistence/rations. [Appropriate directive/regulation]	1	
14. Accident Reporting. Record of injury form will be prepared immediately upon occurrence of job connected injury. An accident report will be completed and submitted to the safety officer. [Appropriate directive/regulation]	1	
15. Does the COTR have access to all Contract Provider files to perform proper checks? Note: COTR is <b>not</b> allowed to remove files from the Dining Facility, but may review files at any time inside the DFAC. [Appropriate directive/regulation]	1	
<b>TOTAL</b>	<b>18</b>	
<b>SECTION C. COMMAND EMPHASIS</b>	<b>WEIGHT</b>	<b>EARNED</b>
1. Are chocking signs clearly posted with emergency telephone numbers and first aid procedures for chocking? [IAW TB MED 530]	1	
2. Has an effective food service energy conservation management program been implemented and enforced? [IAW AR 30-22]	1	
3. Are Dining Facility Attendant contract personnel knowledgeable of and performing their duties? [IAW Contractor SOP]	1	
4. Are reviews of high dollar subsistence, requisitioning, receiving, utilizing, and physical security being accomplished? [IAW DA PAM 30-22]	2	
5. Are COTRs familiar with civilian attendant (KP) contract specifications? Are food service cooks and attendants included in the headcount numbers?	1	
6. Once Military is notified that trucks have arrived at the hub, are PWC trucks picked up and taken to appropriate DFAC within 6 hours? [IAW Local Policy]	1	

<b>SECTION C. COMMAND EMPHASIS (Cont.)</b>	<b>WEIGHT</b>	<b>EARNED</b>
7. Are PWC trucks downloaded and returned to the hub within 24 hours? [IAW Local Policy]	1	
<b>TOTAL</b>	<b>8</b>	
<b>SECTION D. PERSONNEL AND TRAINING</b>	<b>WEIGHT</b>	<b>EARNED</b>
1. Are personnel free of signs of illness or infection, wearing hair restrains and only authorized jewelry? Has a cook's mount been performed? [IAW TB MED 530]	1	
2. Are serving personnel wearing the proper uniform and using proper sanitary procedures while serving patrons? [IAW TB MED 530]	1	
3. Is a continuous training program in effect for STORES and account management? [IAW FM 10-23-2]	1	
4. Employees will maintain a high degree of personal cleanliness and will conform to good hygienic practices during all working periods in the food service facility. [IAW TB MED 530, FM 10-23-2]	1	
5. All food service personnel will wash their hands and exposed parts of their arms upon reporting for work and immediately after each visit to a lavatory, smoking, breaks, between handling raw and cooked subsistence, and after handling garbage. [IAW TB MED 530, FM 10-23-2]	1	
6. All food service personnel will be instructed in the principals and the practices of food borne illness prevention and first aid for choking. Education programs, signs and other instructional or directive material will be developed in the native language of the food service personnel and posted. [IAW T MED 530, FM 10-23-2]	1	

TOTAL		6	
<b>SECTION E. EQUIPMENT AND MAINTENANCE</b>		<b>WEIGHT</b>	<b>EARNED</b>
1. Is the Dining facility equipment replacement record program current? (if leased equipment does not apply) [IAW DA PAM 30-22, FM 10-23-2]		2	
2. (If Applicable) Is dishwashing equipment being properly used and cared for? [IAW TB Med 530]		2	
3. Is DA Form 2405 (Maintenance Request Log) or KBR SOP 7L Maintained? Are inoperative/damaged equipment and structural problems identified and reported for repair, to include missing components and replacement? Are all entries completed in pen? Are work orders updated/recalled? [IAW DA PAM 30-22; DA PAM 735-750, or IAW KBR maintenance SOP]		2	
4. Is kitchen equipment properly used, cleaned and stored? [IAW FM 10-23-2; TB MED 530]		3	
TOTAL		9	
<b>SECTION F. RECEIPT &amp; STORAGE OF SUBSISTENCE</b>		<b>WEIGHT</b>	<b>EARNED</b>
1. Refrigeration: are refrigerated areas clean, thermometers in use and temperatures correct? Is food covered, labeled and stored properly? [IAW TB MED 530]		1	
2. Are excessive quantities of subsistence items purchased/stored and allowed to accumulate in the dining facility? Is the inventory on-hand considered when developing the STORES Order subsistence requisition? [IAW DA PAM 30-22]		2	
3. Are storage and rotation of eggs, milk, produce and bread IAW with regulations? Are condition and quantity inspections performed upon receipt of items? [IAW FM 10-23-2; TB MED 530]		1	
4. Are frozen foods properly stored and meat products thawed properly? Do storage racks in refrigerators and storage rooms meet requirements? [IAW TB MED 530; FM 10-23-2]		1	
5. Is storeroom refrigerator/freezer security adequate? Does the arrangement support the first in, first out rule? Is dunnage present and sanitation adequate? [IAW DA PAM 30-22,; FM 10-23-2; AR 190-51]		1	

<b>SECTION F. RECEIPT &amp; STORAGE OF SUBSISTENCE (Cont.)</b>	<b>WEIGHT</b>	<b>EARNED</b>
6. Are containers with tight fitting covers provided for the storage of open nonperishable (flour, sugar, condiments, paste products) [IAW TB MED 530]	1	
7. Are leftovers properly labeled using DA Form 178 or labels with required information [IAW TB MED 530]	1	
8. Is a coding and dating system being utilized and are all personnel familiar with the system and the location? [IAW FM 10-23-2]	1	
9. Are trucks being unloaded upon arrival and quantities received and checked against invoice for reconciliation? Are discrepancies being recorded and forwarded to the Contract Provider manager immediately? [IAW AR 30-22, FM 10-23-2 and TB MED 530]	1	
10. Are items that are spoiled or condemned by Vets being annotated and documentation provided to the SPV? Are missing items being annotated and documentation provided to the SPV? [IAW AR 30-22, FM 10-23-2 and TB MED 530]	1	
11. Is the COTR monitoring the receipt process to ensure compliance with regulatory and other required publications? [IAW AR 30-22, FM 10-23-2 and TB MED 530]	1	
12. LOGPAC: Are mermite containers used for Contract operations heated and chilled prior to containers being filled? Are they labeled with date, time, item, and serving amount? [IAW FM 10-23 and TB MED 530]	1	
13. Is food (raw or prepared) when removed from its original container or package and not immediately being prepared or served, will be placed and stored in a clean, covered and label (item name, time, date) container? [IAW FM 10-23-2 and TB MED 530]	1	

<b>SECTION F. RECEIPT &amp; STORAGE OF SUBSISTENCE (Cont.)</b>	<b>WEIGHT</b>	<b>EARNED</b>
14. Is food not subject to washing or cooking before serving being prepared and stored in a way that protects it against cross contamination? [IAW FM 10-23-2 and TB MED 530]	1	
<b>TOTAL</b>	<b>15</b>	
<b>SECTION G. FACILITY AND SANITATION</b>	<b>WEIGHT</b>	<b>EARNED</b>
1. Are condition and cleanliness of windows, walls, ceiling, screen, doors and drains properly maintained? [IAW TB MED 530]	1	
2. Are latrines maintained in a sanitary condition? Are soap and hand towels available, and are hand wash signs posted? [IAW TB MED 530]	1	
3. Are correct wash and rinse water temperatures (1st sink 110 degrees F., 2nd sink 120 degrees F. and 3rd sink at least 171 degrees F.) maintained? Is a chemical sanitizer available and currently used when required? [IAW TB Med 530]	1	
4. Are exits marked and fire extinguishers inspected monthly by the unit and yearly by the fire department? Are electrical outlets safe for use? If used, are CO2 containers secured in an upright position? [IAW FM10-23-2]	1	
5. Are the condition and cleanliness of the outside area, to include garbage rack, cans, dumpsters and garbage/trash segregation adequate? Are mops, brooms and drains clean? Are mop, broom and vendor containers properly marked and stored? [IAW TB MED 530]	1	
6. Are effective measures being taken to prevent pests from gaining access and harboring in the dining facility? [IAW TB MED 530]	1	
7. Is condition and cleanliness of dining room, to include tables, chairs, tablecloths, salt and pepper shakers, sugar dispensers satisfactory? [IAW Contract SOP / Local directives]	1	

<b>SECTION G. FACILITY AND SANITATION (Cont.)</b>	<b>WEIGHT</b>	<b>EARNED</b>
8. Is the person in-charge certified in food sanitation? (Serve-Safe/PM sanitation) [IAW TB MED 530]	1	
9. If towels are used, are they maintained in sanitizing solution and rinsed between uses? [IAW TB MED 530]	1	
10. Do the food service personnel continuously clean their work areas? (Clean as you go rule) [FM 10-23-3]	1	
11. Is PM assessing performance based upon qualitative criteria (i.e. microbiological test) and they provide their findings to the Contract manager? [TB MED 530]	1	
12. Are signs posted to inform employees and others of sanitation procedures? Are signs translated into the language of the workers?	1	
13. Is the Contract Provider making facilities, equipment, suspected food and employees available for testing and questioning by medical personnel during actual or suspected food-borne or communicable disease outbreaks?	1	
14. Serving/steam line equipment, utensils and all other equipment in the serving or dining area in or which food is prepared, held or dispensed, shall be cleaned after each meal with a sanitizing detergent solution. [TB Med 530 and FM 10-23-2]	1	
<b>TOTAL</b>	<b>14</b>	

SECTION H: SINGLE SERVICE ARTICLES	WEIGHT	SCORE
<p>1.</p> <p>a. Single service articles will be stored at least 6" (15CM) above the floor in closed cartons or containers that protect them from contamination. [TB MED 530 and FM 10-23-2]</p> <p>b. Single Service Articles will be handled and dispensed in a manner that prevents contamination from surfaces that may come in contact with food. [TB MED 530 and FM 10-23-2]</p> <p>c. Single service Knives, forks and spoons package in bulk will be inserted into holders or wrapped by employees who have washed their hands immediately prior to sorting or wrapping the utensils.</p> <p>d. Single service items will not be re-used.</p> <p>Note: Unless single service knives, forks and spoons are prepackaged, holders will be provide to protect these items from contamination and be presented to the customer handle first.</p>	5	
TOTAL	<b>5</b>	



## Dining Facility Nutrition Standards Checklist

(reference AR30-22 and AR40-25)

Breakfast:

1. Two 100% juice choices; orange juice and another juice high in vitamin C? (grapefruit, fruit cocktail, grape)	Y	N
2. Two choices of fresh fruit?		
3. Once choice cooked cereal?		
4. Choice of six whole grain, ready-to-eat cereals, three of which must be w/o added sugar coating; two must be 100% folate fortified (400 mcg per svg)? Recommend the General Mills Variety and the Kellogg Wellness Variety.		
5. Eggs to order including assorted omelets?		
6. One grilled specialty item (pancakes, waffles, or French toast with syrup?		
7. Three breakfast meats? (ham or Canadian bacon offered as one choice)		
8. One potato choice?		
9. Three types of bread available for toast? In addition, at least one of these three: biscuits, bagels, or English muffins?		
10. One breakfast pastry, consisting of a raised or cake doughnut, a sweet muffin, a sweet toll, or a pastry/Danish item?		
11. Margarine or butter pats, choice of two or more spreads, plus jam or jelly? Recommend peanut butter and cream cheese be offered as one choice.		
12. Two flavors of individual or bulk low-fat yogurts?		

Lunch/Dinner Meal:

1. Once soup, either cream or broth based; type will vary from day-to-day?		
2. At least two main entrée choices available?		
3. At least one entrée choice prepared by either baking or roasting to meet the reduced fat and calorie needs of customers?		
4. When three or four main entrée choices are offered one must be vegetarian entrée.		
5. One or more appropriate sauce or gravies to accompany entrees (served on the side, customer given the option of adding a sauce/gravy)		
6. A choice of potato and an additional starch to complement the entrees? At least one starch made with out adding additional fat in preparation or serving.		
7. Two dark green or deep yellow cooked vegetables?		

8. Standard salad bar choices? (leafy green salad, and <b>10</b> fresh toppings (not canned) such as carrots, radishes, tomatoes, cucumber, green pepper, onion, mushrooms, broccoli, cauliflower, red pepper, yellow pepper) Five separate salad dressing choices (regular)? Two separate salad dressing choices (low-fat or fat-free)? Oil & vinegar?		
9. Two choices of fresh fruit?		
10. Three bread types? Plus one selection of hot rolls, cornbread, garlic bread, or biscuits offered to complement the entrée?		
11. Margarine or butter, plus peanut butter, cream cheese, and jams or jellies for each meal?		
12. At least four different dessert choices that vary daily (such as cookies, cake, pie, low-fat ice cream/yogurt, gelatin or pudding)?		
13. Standard beverage choices? Variety of carbonated beverages? Diet soda? Juice blends? Noncarbonated flavored drinks? Coffee? Tea? Milk, Skim or 1% milk – milk offered at all meals Water?		
14. At least four grilled short-order type items, to include sandwiches made with lean meat (grilled chicken, roast beef, or ham), hamburgers, cheeseburgers, grilled ham and cheese, grilled cheese, and frankfurters?		
15. A standard deli bar? Minimum of three deli meat choices (1 low fat such as turkey, ham, or tuna without mayonnaise/salad dressing or roast beef)? Minimum of two cheese choices? Minimum of three choices of bread?		
16. A choice of two additional hot short-order entrees (pizza, fried chicken, and so forth)?		
17. French fries and onion rings, and assorted chips and pretzels?		
18. Accompaniments and condiments such as sliced tomatoes, onions, pickles, lettuce leaves, catsup, mayonnaise, mustard, relish, and salad dressing?		

Other:

1. Meats and chicken roasted or baked more often than deep fried or prepared with other high fat methods i.e. added cheese sauces or gravies?		
2. Fish steamed or prepared with butter spray more often than deep fried?		
3. Canola oil, corn oil or blends of these oils used for cooking and		

baking?		
4. Dry nondairy creamer available?		
5. Nonfat dry milk or evaporated skim milk used for cooking?		
6. Fat free or 1% milk used as primary dairy beverage?		
7. Pasteurized liquid, frozen egg products used for recipes instead of raw shell eggs?		
8. Ground beef used in recipes with a target fat content of 15%?		
9. Portion sizes appropriate according to recipes? 1 ounce of breakfast meat (2 strips bacon, 2 sausage links, one slice ham or sausage patty) 4-6 oz Lunch/Dinner meat, poultry, fish? 1 cup casserole type entrée? ½ cup starches? ½ cup cooked vegetables?		
10. Excess fat drained from meat or entrees during food preparation?		

ATSM-CES-OC

17 November 2005

SUBJECT: FAST PAY RECEIPT PROCEDURES FOR IRAQ ONLY

1. All orders for support in the IZ are normally placed 10 days before the actual RDD. Although it is the responsibility of the customer to do the STORES receipt, DSCP has agreed to assist the end user with the receipting process. This was initiated because insurgent conditions in the IZ have made it impractical to make timely payment based on evidence of government acceptance, as retrogrades with completed paper work are often delayed returning to PWC. This process is only applicable to purchase orders that do NOT exceed \$500K. All orders exceeding \$500K must be receipted by the customer.
2. When the trucks are loaded and doors sealed at PWC, it is PWC's responsibility to scan and email to DSCP a copy of the invoice(s) included with the delivery. Upon receipt of the invoice, it is DSCP's responsibility to do the INITIAL RECEIPT for the customer based on the information provided on the invoice. Upon delivery of the product to the customer, it is PWC's responsibility to have the customer sign the invoice, annotate any changes, and then return in a timely manner a copy of the signed invoice to DSCP to hold on file.
3. The customer's responsibility is to do any all RECEIPT ADJUSTMENTS, if necessary, based on the actual product they received at time of delivery. The customer must be aware that depending on the size of the order, there could be several trucks needed for delivery of one specific purchase order. Due to this fact, it might take a day or two to determine if all products ordered has been delivered and in the quantities requested. Before RECEIPT ADJUSTMENTS are completed, it is suggested customers verify all trucks associated with that particular purchase order have been received. Please be aware, it is very important that RECEIPT ADJUSTMENTS be accomplished both timely and accurately to ensure you are ONLY BILLED for the product you receive.
- PLEASE NOTE: On a rare occasion, should you go into STORES to do RECEIPT ADJUSTMENTS and can not find the purchase order that would indicate DSCP has not completed the first time receipt. It is suggested you do the FIRST TIME/PENDING RECEIPT making all necessary quantity inputs based on product delivered. QUANTITY ORDERED IS NOT ALWAYS THE QUANTITY DELIVERED! Please make sure the quantity you receipt is accurate.
4. Additionally, to ensure the customer is rarely in a NIS situation, a substitution policy has been put in place. An automatic substitution list has been established by the Theater Food Advisor for some items; however PWC will notify the DFAC on occasion to ask if an item can be used for substitution. When an item is sent as a substitute, it should not

be added to your original STORES order. Substitute items are listed on a separate invoice using a different contract/catalog number and are receipted by an Army LNO against a different purchase order number. If you add lines to your initial purchase order, or receipt an amount against an item with a LSN different than the item you originally ordered, you could be double billing for the product. If the quantity on an original purchase order line shows a “0” as quantity shipped, please make sure you receipt for “0” and do NOT add a quantity on that line for a delivered substitute item.

5. When you receive an order that your DFAC placed in STORES it is YOUR responsibility to do either the receipt and/or receipt adjustments. Should you realize you do not have the storage availability for the product you ordered and choose to pass it all or a portion of it to another DFAC (cherry picking), it is still your responsibility to do the receipt or receipt adjustments for the entire delivery based on what is actually on the delivery vehicles. Product can not be returned to PWC.

6. If you have any questions or concerns, please do not hesitate to let me know. My email address is [Joan.Hewes@dla.mil](mailto:Joan.Hewes@dla.mil)

## RECEIPT PROCEDURE OUTLINE

### PWC RESPONSIBILITIES:

- Receive orders via STORES, load and seal trucks to meet RDD
- Include Copy of Invoices with every delivery
- Scan and Email delivery invoices to DSCP
- Ensure customers sign invoices and annotate any adjustments
- Return copy of signed invoice to DSCP to hold on file

### DSCP RESPONSIBILITIES:

Do initial receipt for all invoices that do not exceed \$500K for product delivered in Iraq.

### CUSTOMER RESPONSIBILITIES:

- Sign and annotate invoice upon receipt of product
- Confirm all trucks associated with specific delivery have been received.
- Review STORES receipt and make any necessary adjustments to the initial receipt completed by DSCP.
- If the dollar value of the order exceeds \$500K, customer must receipt order.

DIRECT CONTRACT DINING FACILITY CHECKLIST			
UNIT/DFAC		OVERALL RATING	
DFAC OFFICER/ Contract PROVIDER	OUTBRIEF PRESENTED TO		DATE
MAJOR AREAS		WEIGHT	SCORE
a. Food Preparation/Serving		27	
b. Administration		18	
c. Command Emphasis		8	
d. Personnel and Training		6	
e. Equipment use and Maintenance		9	
f. Receipt and Storage of Subsistence		15	
g. Facility and Sanitation		14	
h. Single Service Articles		3	
Total Points		100	
SECTION A: FOOD PREPARATION AND SERVING		WEIGHT	EARNED
1. Is the DA 21-Day CONOPS daily menu standards followed to ensure appealing, nutritious and wholesome food choices, in addition to current popular food items provided during both weekday and weekend operations? [IAW AR 30-22 and DA PAM 30-22]		2	
2. Is the Production Schedule used as a management tool during this evaluation? a. Does the meal served correspond exactly to the menu column? [IAW FM 10-23-2, and DA PAM 30-22].		1	
b. Is the preparation time correct and followed by food service personnel? [IAW DA PAM 30-22]		1	

<b>SECTION A. FOOD PREPARATION AND SERVING (Cont.)</b>	<b>WEIGHT</b>	<b>EARNED</b>
c. Are leftovers recorded immediately after the meal and rapidly reheated to 165 degrees when appropriate and served within 24 hours? Are leftovers labeled when placed in refrigeration? Are leftovers cooled properly? (70 degrees F within 2 hours and to 40 degrees F within 2 hours, for total of 4 hours)? [IAW DA PAM 30-22 and TB MED 530]	1	
d. Is progressive cooking being utilized throughout the meal period? [IAW AR & DA PAM 30-22 and FM 10-23-2]	2	
3. Are recipes and food preparation SOPs, special instructions available and followed, variety menus offered, and final product desirable? [IAW AR 30-22, TM 10-412, and FM 10-23-2]	2	
4. Are food service personnel aware of the correct serving size for the menu items being served? [IAW TM 10-412] Are they serving the correct serving sizes?	1	
5. Are potentially hazardous foods prepared as close to serving time as practical, and are unsafe leftovers discarded after the meal? [IAW TB Med 530]	1	
6. Are required thermometers on hand and being used properly in cooking? [IAW FM 10-23-2 and TB MED 530]	1	

7. Are pastry scales, measuring cups and spoons, mechanical slicing machines, and dicing slicing, and shredding devices available, used, cleaned and stored properly? [IAW manufacture's instructions, FM 10-23-2]	1	
8. Are only food items garnished? Is garnish appropriate and complimentary "eye appealing"? [IAW FM 10-23-2]	1	
<b>SECTION A. FOOD PREPARATION AND SERVING (Cont.)</b>	<b>WEIGHT</b>	<b>EARNED</b>
9. Are hot serving tables preheated to 140 degrees Fahrenheit or above and salad bars refrigerated to 40 degrees Fahrenheit or below? [IAW TB Med 530; FM 10-23-2; and manufacturer's instructions]	2	
10. Is the serving line being supervised by Contract Provider throughout the serving period?	1	
11. Are sneeze guards available and in use in the dining facility? [IAW TB Med 530 and FM10-23-2]	1	
12. Are the serving lines replenished properly? [IAW FM 10-23-2]	2	
13. Is the serving line set up as close to the serving time as possible? [IAW FM 10-23-2]	2	
14. Are servers using the correct utensils for serving each food item? Are they aware of the serving size? [IAW FM 10-23-2]	1	
15. Is the "DA Label 177, Pre-prepared Foods" label or is a label with required data being used for pre-prepared food items? [IAW TB Med 530]	1	



16. Are thawing and tempering PHFs done in refrigeration that is operated at an air temperature 40 degrees F or below; or as part of the conventional cooking process; or under potable running water at a temperature of 70 degrees F or below? Note: If thawing under potable water method is used, water velocity will be sufficient to agitate and float off loose particles into overflow. [IAW FM 10-23-2 and TB Med 530]	1	
<b>SECTION A. FOOD PREPARATION AND SERVING (Cont.)</b>	<b>WEIGHT</b>	<b>EARNED</b>
17. a. Shell eggs will be refrigerated as soon as they are delivered and remain refrigerated until used. b. All shell eggs will be thoroughly cooked to a minimum of 145 degrees F (63 degrees C) for 15 seconds. c. The serving of foods containing raw eggs (homemade ice cream, hollandaise sauce) is prohibited. d. Scrambled eggs will be cooked in batches no larger than 3 quarts until there is no visible liquid egg. Note: Pasteurized Liq. Eggs will be used for making scrambled eggs. e. Pasteurized liquid, frozen, or Dehydrated eggs will be used for baking. Raw, Shelled eggs can be used if Past. Liq Eggs are not available. f. Bulk scrambled eggs and eggs for French Toast, and other dishes will use Pasteurized Liquid Eggs. If Past. Liq. Eggs are not available shell eggs can be substituted. [IAW FM 10-23-2 and TB Med 530]	2	
TOTAL	27	
<b>SECTION B. ADMINISTRATION</b>	<b>WEIGHT</b>	<b>EARNED</b>
1. Is the production schedule prepared, maintained and signed? Are numbers to prepare for correct? Does headcount and number to prepare for balance to prevent overproduction, leftovers and discards? [IAW DA PAM 30-22]	2	
2. Is a DA Form 1687 (Notice of Delegation of Authority-Receipt of Supplies) and a memorandum listing personnel authorized to request or receive subsistence current and on hand? [IAW DA PAM 20-22]	1	

3. Are required publications, directives, and SOPs current and on hand? Is the internet available or does the facility have a CD with all current publications on hand? [IAW DA PAM 30-22, FM 10-23-2 and local policy]	1	
4. Inventory Control: Are kitchen requisitions properly utilized? Are weekly inventories being done? Are end of month inventories conducted after the last operational day of the dining facility. [IAW DA PAM 30-2-2]	2	
<b>SECTION B. ADMINISTRATION (Cont.)</b>	<b>WEIGHT</b>	<b>EARNED</b>
5. Are headcount instructions (SOP) on hand and current? Are headcounters properly briefed and spot checked during the meal and corrected when needed? Are proper account procedures followed? [IAW DA PAM 30-22 and FM 10-23-2]	1	
6. Are required headcount forms properly completed and maintained? a. DA Form 3032 (Signature Headcount sheet) b. Headcount Register c. Headcount Report [IAW DA PAM 30-22]	1	
7. Is the outside menu properly maintained and conspicuously posted where the diner may read it before or upon entering the dining facility? Is the menu for the following day posted before serving the dinner meal? [IAW FM 10-23-2]	1	
8. Is the Monthly Earnings and Expenditures Record prepared correctly to reflect all previous transactions? Has the COTR validated all entries every 10 days? [IAW DA PAM 30-22 and Local SOP]	1	
9. Is the meal service schedule appropriate? [IAW AR 30-22]	1	
10. Are the files being kept IAW the Army Record Information Management System (ARIMS)? [IAW AR 25-400-2]	1	
11. Are units request for class I support correct and procedures followed?		

Is memorandum on file to support headcount? Is DA Form 5913-R signed by Commander/representative? [IAW DA PAM 30-22]	1	
12. Are monthly evaluations conducted by PM/Vet/COTR/COR and maintained in the Dining Facility for six Months?	1	
13. Is the operational ration/box lunch control sheet (DA Form 5914-R) properly maintained? [IAW DA PAM 30-22]	1	
<b>SECTION B. ADMINISTRATION (Cont.)</b>	<b>WEIGHT</b>	<b>EARNED</b>
14. Each DFAC Supervisor or Designated Lead or Sub-Contractor will implement Key Control and Security procedures to secure all Government owned Contract Provider operated facilities and take all appropriate measures to prevent the loss of government property, to include subsistence/rations. [Appropriate directive/regulation]	1	
15. Accident Reporting. Record of injury form will be prepared immediately upon occurrence of job connected injury. An accident report will be completed and submitted to the safety officer. [Appropriate directive/regulation]	1	
16. Does the COTR have access to all Contract Provider files to perform proper checks? Note: COTR is <b>not</b> allowed to remove files from the Dining Facility, but may review files at any time inside the DFAC. [Appropriate directive/regulation]	1	
<b>TOTAL</b>	<b>18</b>	
<b>SECTION C. COMMAND EMPHASIS</b>	<b>WEIGHT</b>	<b>EARNED</b>
1. Are chocking signs clearly posted with emergency telephone numbers and first aid procedures for chocking? [IAW TB MED 530]	1	
2. Has an effective food service energy conservation management program been implemented and enforced? [IAW AR 30-22]	1	
3. Are Dining Facility Attendant contract personnel knowledgeable of and performing their duties? [IAW Contractor SOP]	1	
4. Are reviews of high dollar subsistence, requisitioning, receiving,		

utilizing, and physical security being accomplished? [IAW DA PAM 30-22]	2	
5. Are COTRs familiar with civilian attendant (KP) contract specifications? Are food service cooks and attendants included in the headcount numbers?	1	
6. Once Contract Provider is notified that trucks have arrived at the hub, are PWC trucks picked up and taken to appropriate DFAC within 6 hours? [IAW Local Policy]	1	
<b>SECTION C. COMMAND EMPHASIS (Cont.)</b>	<b>WEIGHT</b>	<b>EARNED</b>
7. Are PWC trucks downloaded and returned to the hub within 24 hours? [IAW Local Policy]	1	
<b>TOTAL</b>	<b>8</b>	
<b>SECTION D. PERSONNEL AND TRAINING</b>	<b>WEIGHT</b>	<b>EARNED</b>
1. Are personnel free of signs of illness or infection, wearing hair restrains and only authorized jewelry? Has a cook's mount been performed? [IAW TB MED 530]	1	
2. Are serving personnel wearing the proper uniform and using proper sanitary procedures while serving patrons? [IAW TB MED 530]	1	
3. Is a continuous training program in effect for STORES and account management? [IAW FM 10-23-2]	1	
4. Employees will maintain a high degree of personal cleanliness and will conform to good hygienic practices during all working periods in the food service facility. [IAW TB MED 530, FM 10-23-2]	1	
5. All food service personnel will wash their hands and exposed parts of their arms upon reporting for work and immediately after each visit to a lavatory, smoking, breaks, between handling raw and cooked subsistence,	1	

and after handling garbage. [IAW TB MED 530, FM 10-23-2]		
6. All food service personnel will be instructed in the principals and the practices of food borne illness prevention and first aid for choking. Education programs, signs and other instructional or directive material will be developed in the native language of the food service personnel and posted. [IAW T MED 530, FM 10-23-2]	1	
<b>TOTAL</b>	<b>6</b>	
<b>SECTION E. EQUIPMENT AND MAINTENANCE</b>	<b>WEIGHT</b>	<b>EARNED</b>
1. Is the Dining facility equipment replacement record program current? [IAW DA PAM 30-22, FM 10-23-2]	2	
2. (If Applicable) Is dishwashing equipment being properly used and cared for? [IAW TB Med 530]	2	
3. Is DA Form 2405 (Maintenance Request Log) Maintained? Are inoperative/damaged equipment and structural problems identified and reported for repair, to include missing components and replacement? Are all entries completed in pen? Are work orders updated/recalled? [IAW DA PAM 30-22; DA PAM 735-750]	2	
4. Is kitchen equipment properly used, cleaned and stored? [IAW FM 10-23-2; TB MED 530]	3	
<b>TOTAL</b>	<b>9</b>	
<b>SECTION F. RECEIPT &amp; STORAGE OF SUBSISTENCE</b>	<b>WEIGHT</b>	<b>EARNED</b>
1. Refrigeration: are refrigerated areas clean, thermometers in use and temperatures correct? Is food covered, labeled and stored properly? [IAW TB MED 530]	1	
2. Are excessive quantities of subsistence items purchased/stored and allowed to accumulate in the dining facility? Is the inventory on-hand considered when developing the STORES Order subsistence requisition? [IAW DA PAM 30-22]	2	
3. Are storage and rotation of eggs, milk, produce and bread IAW with		

regulations? Are condition and quantity inspections performed upon receipt of items? [IAW FM 10-23-2; TB MED 530]	1	
4. Are frozen foods properly stored and meat products thawed properly? Do storage racks in refrigerators and storage rooms meet requirements? [IAW TB MED 530; FM 10-23-2]	1	
5. Is storeroom refrigerator/freezer security adequate? Does the arrangement support the first in, first out rule? Is dunnage present and sanitation adequate? [IAW DA PAM 30-22,; FM 10-23-2; AR 190-51]	1	
<b>SECTION F. RECEIPT &amp; STORAGE OF SUBSISTENCE (Cont.)</b>	<b>WEIGHT</b>	<b>EARNED</b>
6. Are containers with tight fitting covers provided for the storage of open nonperishable (flour, sugar, condiments, paste products) [IAW TB MED 530]	1	
7. Are leftovers properly labeled using DA Form 178 or labels with required information [IAW TB MED 530]	1	
8. Is a coding and dating system being utilized and are all personnel familiar with the system and the location? [IAW FM 10-23-2]	1	
9. Are trucks being unloaded upon arrival and quantities received and checked against invoice for reconciliation? Are discrepancies being recorded and forwarded to the Contract Provider manager immediately? [IAW AR 30-22, FM 10-23-2 and TB MED 530]	1	
10. Are items that are spoiled or condemned by Vets being annotated and documentation provided to the SPV? Are missing items being annotated and documentation provided to the SPV? [IAW AR 30-22, FM 10-23-2 and TB MED 530]	1	
11. Is the COTR monitoring the receipt process to ensure compliance with regulatory and other required publications? [IAW AR 30-22, FM 10-23-2 and TB MED 530]	1	

12. LOGPAC: Are mermite containers used for Contract operations heated and chilled prior to containers being filled? Are they labeled with date, time, item, and serving amount? [IAW FM 10-23 and TB MED 530]	1	
13. Is food (raw or prepared) when removed from its original container or package and not immediately being prepared or served, will be placed and stored in a clean, covered and label (item name, time, date) container? [IAW FM 10-23-2 and TB MED 530]	1	
<b>SECTION F. RECEIPT &amp; STORAGE OF SUBSISTENCE (Cont.)</b>	<b>WEIGHT</b>	<b>EARNED</b>
14. Is food not subject to washing or cooking before serving being prepared and stored in a way that protects it against cross contamination? [IAW FM 10-23-2 and TB MED 530]	1	
<b>TOTAL</b>	<b>15</b>	
<b>SECTION G. FACILITY AND SANITATION</b>	<b>WEIGHT</b>	<b>EARNED</b>
1. Are condition and cleanliness of windows, walls, ceiling, screen, doors and drains properly maintained? [IAW TB MED 530]	1	
2. Are latrines maintained in a sanitary condition? Are soap and hand towels available, and are hand wash signs posted? [IAW TB MED 530]	1	
3. Are correct wash and rinse water temperatures (1st sink 110 degrees F., 2nd sink 120 degrees F. and 3rd sink at least 171 degrees F.) maintained? Is a chemical sanitizer available and currently used when required? [IAW TB Med 530]	1	
4. Are exits marked and fire extinguishers inspected monthly by the unit and yearly by the fire department? Are electrical outlets safe for use? If used, are CO2 containers secured in an upright position? [IAW FM10-23-2]	1	
5. Are the condition and cleanliness of the outside area, to include garbage rack, cans, dumpsters and garbage/trash segregation adequate? Are mops,		

brooms and drains clean? Are mop, broom and vendor containers properly marked and stored? [IAW TB MED 530]	1	
6. Are effective measures being taken to prevent pests from gaining access and harboring in the dining facility? [IAW TB MED 530]	1	
7. Is condition and cleanliness of dining room, to include tables, chairs, tablecloths, salt and pepper shakers, sugar dispensers satisfactory? [IAW Contract SOP / Local directives]	1	
<b>SECTION G. FACILITY AND SANITATION (Cont.)</b>	<b>WEIGHT</b>	<b>EARNED</b>
8. Is the person in-charge certified in food sanitation? [IAW TB MED 530]	1	
9. If towels are used, are they maintained in sanitizing solution and rinsed between uses? [IAW TB MED 530]	1	
10. Do the food service personnel continuously clean their work areas? (Clean as you go rule) [FM 10-23-3]	1	
11. Is PM assessing performance based upon qualitative criteria (i.e. microbiological test) and they provide their findings to the Contract manager? [TB MED 530]	1	
12. Are signs posted to inform employees and others of sanitation procedures? Are signs translated into the language of the workers?	1	
13. Is the Contract Provider making facilities, equipment, suspected food and employees available for testing and questioning by medical personnel during actual or suspected food-borne or communicable disease outbreaks?	1	



14. Serving/steam line equipment, utensils and all other equipment in the serving or dining area in or which food is prepared, held or dispensed, shall be cleaned after each meal with a sanitizing detergent solution. [TB Med 530 and FM 10-23-2]	1	
TOTAL	14	
<b>SECTION H: SINGLE SERVICE ARTICLES</b>	<b>WEIGHT</b>	<b>SCORE</b>
<p>1.</p> <p>a. Single service articles will be stored at least 6" (15CM) above the floor in closed cartons or containers that protect them from contamination. [TB MED 530 and FM 10-23-2]</p> <p>b. Single Service Articles will be handled and dispensed in a manner that prevents contamination from surfaces that may come in contact with food. [TB MED 530 and FM 10-23-2]</p> <p>c. Single service Knives, forks and spoons package in bulk will be inserted into holders or wrapped by employees who have washed their hands immediately prior to sorting or wrapping the utensils.</p> <p>d. Single service items will not be re-used.</p> <p>Note: Unless single service knives, forks and spoons are prepackaged, holders will be provide to protect these items from contamination and be presented to the customer handle first.</p>	5	
TOTAL	<b>5</b>	

## FINANCIAL SUMMARY REPORT

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT	2. MONTH AND YEAR	
3. MONTHLY SUMMARY		
<p>a. Beginning Inventory _____</p> <p>b. Total Purchase + _____</p> <p>c. Total = _____</p> <p>d. Closing Inventory - _____</p> <p>e. Actual Expenses = _____</p> <p>f. Allowances Earned - _____</p> <p>g. Overspent _____</p> <p>h. Underspent _____</p> <p>Overspent - Actual expenses are more than allowances earned.</p> <p>Underspent - Actual expenses are less than allowances.</p>		
4. CUMULATIVE SUMMARY		
	OVERSPENT	UNDERSPENT
a. Line 4c, previous month	_____	_____
b. Current accounting period, line 3g or 3h	_____	_____
c. Year to date status	_____	_____
5a. FOS SIGNATURE	5b. DATE (YYYYMMDD)	
6a. COMMANDER/FSO SIGNATURE	6b. DATE (YYYYMMDD)	

DA FORM 7455, JUL 2002

DA FORM 3980-R, AUG 1987, IS OBSOLETE.

USAPA V1.00ES

### Instructions for use of the DA Form 7455 (Financial Summary)

1. **Unit:** Enter the unit designation.
2. **Date:** Enter the month and year of the accounting period.
3. **Monthly Summary:**
  - a. **Beginning Inventory:** Enter the total dollar value of the closing inventory from the previous month. At the beginning of the fiscal year (October) this dollar amount is the value of the inventory from the month of September.
  - b. **Total Purchases:** Enter the cumulative total dollar value of subsistence received (issued to the dining facility) for the accounting period. This dollar value will include any transfers from another dining facility which was charged to your account. This dollar value will not include operational rations or rations that were transferred to the dining facility from a unit in the field. This amount should equal the dollar value of the last entry in column e of the DA Form 2970.
  - c. **Total:** Enter the dollar value of lines 1 and 2 added together.
  - d. **Closing Inventory:** Enter the total dollar value from the current month ending inventory. This dollar value is subtracted from the Total line (line 3) above.
  - e. **Actual Expenses:** This represents the total dollar value of food prepared which was consumed, leftover, or discarded. This also represents the dollar value of food received at the dining facility and no longer remains in the inventory. To determine this dollar amount, subtract the dollar value of the closing inventory (line 4) from the value of line 3 Total.
  - f. **Allowances Earned:** Enter the total dollar value of the allowances earned for the accounting period. This amount should equal the dollar value of the last entry in column c of the DA Form 2970.
  - g. **Overspent:** Subtract allowances earned (line 3f) from actual expenses (line 3e). If the answer is a positive number enter the dollar value here. SEE NOTE.
  - h. **Underspent:** Subtract allowances earned (line 3f) from actual expenses (line 3e). If the answer is a negative number enter the dollar value here. SEE NOTE.
4. **Cumulative Summary:**
  - a. **Line 4c, previous month:** Enter the dollar amount from line 4c, from the previous Financial Summary report. Enter the dollar value in either the overspent or underspent column as appropriate. If this report is for the month of October do not use this line.
  - b. **Current Accounting Period, line 3g or 3h:** Enter the dollar value (line 3g or 3h, as appropriate) from the current accounting period. Enter the dollar amount in the appropriate column overspent or underspent.
  - c. **Year to Date Status:** Subtract the dollar value of the overspent column from the dollar value of the underspent column. Enter the difference here. This is the cumulative summary of the dining facility status of the year. The objective of the FOS is to conclude the fiscal year at zero or an underspent status on this line. If the answer is a minus then enter the total in the overspent column, if the answer is a plus enter the total in the underspent column. If both entries are the same (either both overspent or both underspent) add them together and enter on line 4c in the appropriate column. The dollar value will be carried forward to the next financial summary and entered on line 4a in the appropriate column (overspent/underspent). This dollar value will not be carried forward from one fiscal year to the next fiscal year.
- 5a. **FOS Signature:** The FOS signs here (signature and rank) when the form is completed.
- 5b. **Date:** Enter the date that the form is signed.
- 6a. **Commander/FSO Signature:** The commander or FSO signs here (signature and rank) when the form is completed.
- 6b. **Date:** Enter the date the form is signed.

**NOTE:** This dollar value represents the status of the dining facility account for one accounting period.

Required Publications

- AR 5-9  
Area Support Responsibilities
- AR 15-6  
Procedures for Investigating Officers and Boards of Officers
- AR 25-400-2  
The Modern Army Record Keeping System (MARKS)
- AR 30-22  
The Army Food Program
- AR 40-25  
Nutrition Standards and Education
- AR 40-657  
Veterinary/Medical Food Inspection and Laboratory Service
- AR 190-13  
The Army Physical Security Program
- AR 190-16  
Physical Security
- AR 190-51  
Security of Unclassified Army Property (Sensitive and NonSensitive)
- AR 210-14  
The Army Installation Status Report Program
- AR 385-10  
The Army Safety Program
- AR 415-15  
Army Military Construction Program Development and Execution
- AR 420-49  
Utilities Services
- AR 710-2  
Inventory Management Supply Policy Below the Wholesale Level
- AR 735-5  
Policies and Procedures for Property Accountability
- CTA 50-909  
Field and Garrison Furnishings and Equipment
- DA Pam 30-22  
Operating Procedures for the Army Food Program
- DA Pam 710-2-1  
Using Unit Supply System (Manual Procedures)
- TB MED 530  
Occupational and Environmental Health Food Service Sanitation
- FM 10-23  
Basic Doctrine for Army Field Feeding and Class Operations Management
- FM 10-23-2  
Tactics, Techniques, and Procedures for Garrison Food Preparation and Class I Operations management
- MIL-STD 3006  
Sanitation Requirements for food Establishments

# MNC-I, C4, S&S, Food Service

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MILITARY OVERSIGHT RESPONSIBILITIES TO CONTRACTED DINING  
FACILITIES (SOP)

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